



Budgetary Control

Training Guide

Version 4.3

Table of Contents

About This Training Guide	3
Training Guide Description.....	3
Training Guide Objectives	3
1. Budgetary Overview	4
1.1. Budget Control Lifecycle	4
1.2. Budgetary Controls	5
1.3. Budget Structures	13
1.4. Budget Documents	16
1.5. Budget Query Pages	20
2. Appropriation Budgets.....	25
2.1. Appropriation Budgets	25
2.2. Appropriation Budget Amendments	29
2.3. Appropriation Transfer	33
2.4. Relief Bill Budgets	38
2.5. Appropriation Budget Lapse Process.....	39
3. Departmental Budgets	40
3.1. Departmental Operating Budgets	40
3.2. Establish Operating Budgets.....	41
3.3. Amend Operating Budgets	45
3.4. Transfer Operating Budgets.....	48
3.5. Budget Query and Summary Tables	51
4. Revenue Budgets	55
4.1. Establish Decentralized Revenue Budgets.....	55
4.2. Amend Decentralized Revenue Budgets	59
4.3. Revenue Budget Query and Summary Tables	59
5. Cost Structure Expenditure Budgets	61
5.1. Establish Cost Structure Expenditure Budgets	61
5.2. Amend Cost Structure Expenditure Budgets.....	65
5.3. Transfer Cost Structure Expenditure Budgets	66
5.4. Cost Structure Budget Query Tables	66

6. Grant Reimbursement Budgets 67

6.1. Establish Grant Funding Reimbursement Budgets 67

7. Budgetary Control Reporting 73

7.1. Reports..... 73

Appendix..... 74

List of Acronyms 74

About This Training Guide

TRAINING GUIDE DESCRIPTION

This training guide provides AFIS users with an overview of the available budgetary control functions that are used to create, manage, and maintain approved budgets. The budget information stored in AFIS can be used to limit and/or track spending.

TRAINING GUIDE OBJECTIVES

In this training guide, you will:

- Review the tables and controls used to manage budgets
- Identify the process of maintaining appropriation budgets
- Identify the process of maintaining department operating budgets
- Identify the process of maintaining decentralized revenue budgets
- Identify the process of maintaining cost structure expenditure budgets
- Identify the process of maintaining grant fund reimbursement budgets

1. Budgetary Overview

Learning Objectives

In this lesson, you will:

- Review the budget control lifecycle
- Examine the budget controls
- Identify the available budget structures
- Review the available budget documents
- Review the available budget query pages

Lesson Overview

In AFIS, budgetary control encompasses several functions and features: budget control lifecycle, budget controls, budget structures, budget documents, and budget queries. Budget controls are rules that are put in place to validate activity on budget and accounting documents and enforce expenditure controls. Budget structures determine the type of budget and are made up of increasing levels of Chart of Accounts detail. Budgets lines are individual records within a specific budget level that are entered and modified in AFIS using budget documents. Budget queries are pages that display detailed information for each budget, level, and line as well as an audit trail of budget updates.

1.1. Budget Control Lifecycle

The Chart of Accounts (COA) elements must be defined in AFIS before budgets can be created. These COA elements are used when creating budgets and processing financial transactions. Additionally, all guidelines and constraints must be established on budget control tables. Once the State budget is approved, associated budgets can be created and maintained in AFIS through the use of budget documents. **Error! Reference source not found.** below represents the budget control lifecycle.

1.2. Budgetary Controls

AFIS uses guidelines and constraints to control budgets and accounting transactions. Guidelines are budget restrictions that control budgeting documents. Constraints are budget controls that control accounting documents. The guidelines and constraints are defined to enforce controls for Appropriation, Operating Expense, and Grant/Project budgets. Constraints are always checked when a budget line is updated, which means that a constraint error can be issued on an accounting or a budgeting document. Guidelines are only checked when a budget document updates a budget line.

AFIS provides the ability to establish a range of budget control from ones that apply system wide to an individual control that applies to a single budget line only.

The highest level of control is at the System Wide level, which is set on the Budget Control (BUDCON) page. Note that the Budget Control Administration (BCADM) page is for configuring a control, whereas the BUDCON table is for managing the use of a control within the application.

Controls enabled on BUDCON will apply to all budget structures of the same type (expense or revenue), budget levels and budget lines unless specified otherwise at a lower control level.

Budget Control Administration

Online definition of a control is performed on the Budget Control Administration (BCADM) table. Many budget controls are delivered and can be viewed on this table. Budget controls use formulas that compare values to controlled amounts. An example of a control formula is, “Unobligated >=0” which returns an error of specified severity if the value of Unobligated is negative.

The screenshot displays the AFIS Budget Control Administration (BCADM) interface. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a 'Training - Financial' menu with options like Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area shows a table of budget controls with columns: Control ID, Control Name, Left Hand Side, Operator, and Right Hand Side. Below the table, there is a detailed form for editing a control, including fields for Control ID, Control Name, Control Description, Control Formula, Formula Type, Expense/Revenue, Left Hand Side, Operator, Right Hand Side, Bucket Triggers, Error Code, Advanced Budget Control, and Needs Initialization.

Control ID	Control Name	Left Hand Side	Operator	Right Hand Side
1	Available To Commit Only	B16	>=	0
2	Available To Commit with Budgeted Revenue	B16:B20+	>=	0
3	Available To Commit with Actual Revenue	B16:B27+	>=	0
4	Available To Commit w. Greater of Budgeted/Actual Revenue	B16:B27:B20+	>=	0
5	Available To Obligate Only	B17	>=	0
6	Available To Obligate with Budgeted Revenue	B17:B20+	>=	0
7	Available To Obligate with Actual Revenue	B17:B27+	>=	0
8	Available To Obligate w. Greater of Budgeted/Actual Revenue	B17:B27:B20+	>=	0
9	Balanced Budget - Obligated Funds Only with Budgeted Revenue	B13:B14+B15+	<=	B20
10	Balanced Budget - Obligated Funds Only with Actual Revenue	B13:B14+B15+	<=	B27

Below is an extract of the BCADM page and the activated Constraints and Guidelines to be used in AFIS. These controls will be further refined at lower control points such as BUDLCON. The Allow 'xxxx' fields indicate that the default control of 'No Action' may be overridden at these other control points.

ID	Constraint Name	Formula	Type	Default Violation	Allow Reject	Allow Override	Allow Warning	Allow No Action	Include Allotments
1	Available To Commit Only	Uncommitted >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	No
5	Available To Obligate Only	Unobligated >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	No
18	Current Budget - Total Expenditures >= 0	Unexpended Accrued >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	Yes
24	Current Budget 1	Current Budget >= Sum Child Current Budgets	Guideline	No Action	Yes	No	No	No	No
26	Current Budget Amt: Parent Budget = Child Budget	Current Budget = Sum Child Current Budgets	Guideline	No Action	Yes	No	No	No	No

ID	Constraint Name	Formula	Type	Default Violation	Allow Reject	Allow Override	Allow Warning	Allow No Action	Include Allotments
27	Current Revenue Budget	Current Revenue Budget = Sum Child Current Revenue Budgets	Guideline	No Action	Yes	No	No	No	No
29	Reimbursement Constraint #3	((Awarded + Revenue Credits) - (Cash Exp. + Accr Exp + Chrg + BES) >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	No
60	Available To Commit Only – Department Budget	Uncommitted >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	No
61	Available To Obligate Only – Department Budget	Unobligated >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	No
62	Available To Obligate Including Charges Only	Unobligated >= 0	Constraint	No Action	Yes	Yes	Yes	Yes	No

Violation Action	What the Violation Action Means
Reject (most restrictive)	Receive an error and the transaction is not allowed to process.
Require override	Receive an error. If an authorized user overrides the error, the transaction is allowed to process; otherwise, the transaction does not process.
Warning	Receive a warning message, but the transaction is allowed to process.
No Action (least restrictive)	The transaction is allowed to process even though the constraint or guideline has been violated.

Budget Control (BUDCON)

The Budget Control (BUDCON) table lists all of the available constraints and guidelines in AFIS. For each record on the BUDCON table, the formula and allowable options can be set system wide. The controls on the BUDCON table have a Control ID that is used to assign that constraint to a budget structure and level. Only authorized users can access the BUDCON page and changes to existing controls are not recommended without proper caution.

AFIS

Welcome, Student 7

Jump to: BUDCON Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Training - Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Budget Control

Menu Back

Control ID	Control Name	Default Violation	Formula Type	Error Code
✓ 1	Available To Commit Only	No Action	Constraint	A612
2	Available To Commit with Budgeted Revenue	Not Selected	Constraint	A613
3	Available To Commit with Actual Revenue	Not Selected	Constraint	A614
4	Available To Commit w. Greater of Budgeted/Actual Revenue	Not Selected	Constraint	A1920
5	Available To Obligate Only	No Action	Constraint	A615

First Prev Next Last

Save Undo Search

Control ID : 1

Control Name : Available To Commit Only

Control Description : Constraint limits Pre-Encumbrances to the Uncommitted amount only.

Formula Type : Constraint

Control Formula : Uncommitted >= 0

Default Violation : No Action

Allow Reject : ☒

Allow Override : ☒

Allow Warning : ☒

Allow No Action : ☒

Include Allotments : ☐

Error Code : A612

Advanced Budget Control : ☐

Needs Initialization : ☐

The purpose of BUDCON is to enable those controls that the State plans on using across all Structures and to establish default rules that should apply globally and to define what additional changes may be made to the enabled controls at lower level control points (by structure or individual line).

Budget Level Control (BUDLCON)

The Budget Level Control (BUDLCON) page lists the applied budget controls by budget structure and level. Each control specifies a Control ID which determines the control formula, a Default Violation action, and Allowable action check boxes. Only authorized users can access the BUDLCON page.

The screenshot shows the AFIS Budget Level Control (BUDLCON) page. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The left sidebar contains links for Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area displays a table of budget controls and a configuration form below it.

Structure ID	Level ID	BFY	Control ID	Control Name	Default Violation	Include Allotments
✓ 37	1	9999	1	Available To Commit Only	No Action	No
37	1	9999	5	Available To Obligate Only	Require Override	No
38	1	9999	1	Available To Commit Only	No Action	No
38	1	9999	5	Available To Obligate Only	Require Override	No
39	1	9999	29	Reimbursement Constraint #3	Require Override	No

First Prev [Next](#) [Last](#)

Save Undo Delete Insert Copy Paste Search

Structure ID : 37
 Level ID : 1
 BFY : 9999
 Control ID : 1
 Default Violation : No Action
 Control Name : Available To Commit Only
 Control Formula : Uncommitted >= 0

Allow Reject : ☒
 Allow Override : ☒
 Allow Warning : ☒
 Allow No Action : ☒
 Include Allotments : ☐
 Advanced Budget Control : ☐
 Needs Initialization : ☐

[Budget Structure](#)

The configuration entered on the Budget Level Control (BUDLCON) page will apply to all budget lines for the entered budget structure and budget level combination unless specified otherwise at the lower budget line level on a budget document. The BUDLCON addresses control for decentralized budget requirements.

Budget lines without a displayed BFY value (structures 37 - 40) will read the BUDLCON table with a BFY value of 9999. Those budget lines with a BFY value displayed, will read BUDLCON with that BFY whether it is a regular year or multi-year (9999).

The following is an example of BUDLCON for Department Expense Budget Structure 93 (Division) for budget level 3 only. Note that each of the remaining levels 1 and 2 are also configured on BUDLCON.

Structure ID	Level	BFY	Control	Control Name	Default Violation	Allow Reject	Allow Override	Allow Warning	Allow No Action	Include Allotments
93	3	2015	1	Available To Commit Only	No Action	No	No	No	Yes	No
93	3	2015	5	Available To Obligate Only	No Action	No	No	No	Yes	No

Structure ID	Level	BFY	Control	Control Name	Default Violation	Allow Reject	Allow Override	Allow Warning	Allow No Action	Include Allotments
93	3	2015	60	Available To Commit Only - Departmental Budgets	No Action	Yes	Yes	Yes	Yes	No
93	3	2015	61	Available To Obligate Only - Departmental Budgets	Require Override	Yes	Yes	Yes	Yes	No
93	3	2015	62	Available To Obligate Including Charges Only	No Action	No	No	No	Yes	No

The Default Violation column indicates whether the control is enabled by default for the Structure ID and Level indicated.

The Allow 'xxx' Columns indicate if the Default Constraint can be changed at a lower level of control. For AFIS, the only lower level control is at the individual Budget Line level on budget documents.

The Include Allotments flag is used to indicate if a control is enabled at the Allotment frequency level. For AFIS, only Accrued and Cash Expense are validated against allotment frequencies.

Budget Document Line Control

The Budget Level Control (BUDLCON) page lists the applied budget controls by budget structure and level. Each control specifies a Control ID which determines the control formula, a Default Violation action, and Allowable action check boxes. Only authorized users can access the BUDLCON page.

AFIS provides the ability for the online creation of a budget control specific to a single budget line that is different than what is established system-wide on BUDCON or by budget level on BUDLCON.

To set a budget line control

1. Click **Header** from the Secondary Navigation Panel.
2. Select the **Load Constraints** action.

Department Expense – Division(BGE93) | Dept: LLA | ID: CONSTRAINTS | Ver.: 1 | Function: New | Phase: Draft | Modified by jhridko , 05/28/2015

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: jhridko
Created On: 04/22/2015
Modified By: jhridko
Modified On: 04/22/2015

Save Undo **Load Constraints**

3. Select the budget level control choice from the Secondary Navigation Panel.

Document Navigator

- Header
- Dept Expense 93: Level 1
- Dept Expense 93: Level 1 Controls
- Dept Expense 93: Level 2
- Dept Expense 93: Level 2 Controls
- Dept Expense 93: Level 3
- Dept Expense 93: Level 3 Controls

Header

Constraint ID	Name	Violation Action		
24	Current Budget 1	No Action		
18	Accrued Available to Expend Only	No Action		
61	Available To Obligate Only	No Action		
60	Available To Commit Only	No Action		
5	Available To Obligate Only	Require Override		
29	Reimbursement Constraint #3	No Action		
1	Available To Commit Only	No Action		

From 1 to 7 Total: 7

First Previous Next Last

- From the listing of controls loaded, select the row(s) which need adjusting and set the **Violation Action** to the desired value.

The screenshot shows a software window titled "Dept Expense 93: Level 3 Controls" with a subtitle "Total Lines: 7". At the top is a table with three columns: "Constraint ID", "Name", and "Violation Action". The first row contains the values "1", "Available To Commit Only", and "No Action". Below the table is a detailed view for the selected control. It includes fields for "Constraint ID" (1), "Name" (Available To Commit Only), and "Formula" (Uncommitted >= 0). A "Violation Action" dropdown menu is open, showing a list of options: "No Action", "Reject", "Require Override", and "Warn". The "No Action" option is currently selected. At the bottom of the window are buttons for "Save", "Undo", and "Show Lines".

- An optional step to reduce informational messages is to use the scissors icon to remove controls that were not adjusted. Doing this does not mean that the controls will not apply to the budget line.

Appropriation Budget Controls

Appropriation budget controls have been established to control the budget amounts available to obligate commit and expend at the Appropriation Category level and by allotment period. Controls established for the amount available to commit includes Pre-Encumbrances whereas controls established for available to obligate do not include Pre-Encumbrances.

Department Operating Expense Budget Controls

Spending documents impact the available department operating budget as well as the appropriation budget. Departments may have the ability to override certain errors returned against a decentralized expense budget structure. There are no controls that necessarily restrict a Department Operating Expense budget from exceeding the related Appropriation budget.

Grants and Project Budget Controls

Grant and Project budget controls have been established to control the budget amounts available to obligate commit and for reimbursement activity. The controls apply to all to grants, programs, and internal jobs that use the Cost structure budget structures.

Revenue Budget Controls

Controls are not currently planned for use on Revenue budgets.

Required Budgets

The Required Budgets (REQBUD) table allows the definition of one or more conditions under which a valid budget line must be found on a given budget structure in order for an accounting transaction (not a budget transaction) to process successfully. The REQBUD table can be used to ensure that a budget structure is required globally.

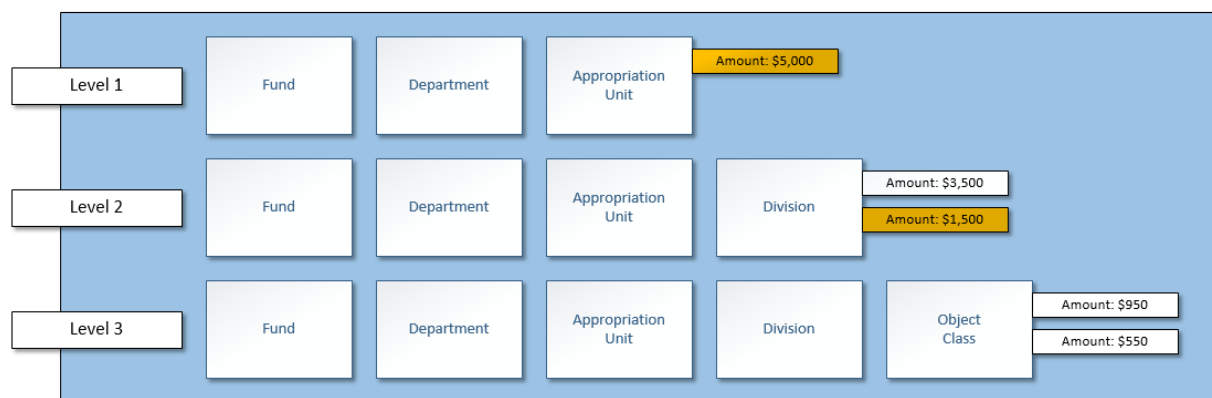
1.3. Budget Structures

In AFIS, a budget structure establishes the budget parameters and system controls for expenditures, revenues, or both. Each budget structure is based on specific combinations of Chart of Accounts (COA) elements.

A budget level is a part of a budget structure. A budget structure must have at least one budget level, although most have more. Each budget level is composed of one or more COA elements grouped together to determine how individual budgets are defined at that level. Budget levels form a strict hierarchy, such that lower budget levels must contain all the COA elements contained in the higher levels and at least one additional COA element.

Each level within the budget structure provides differing levels of detail for its budget lines. Level one at the top provides the least amount of detail (fewest COA elements) and levels two, three, and so on below provide greater detail (with additional COA elements) than the level above. As each level condenses up the budget structure, each level becomes a summary of the lines on the level below. Figure 1 represents an example of budget structure levels.

Figure 1: Budget Structure Overview



Multiple budget structures may be used concurrently to address multiple budget controls required by the State. For example, different budget structures may be used for project accounting versus grants accounting, or for expense versus revenue.

The available budget structures and the levels they contain are outlined below. The levels that are listed as (R) are required when setting up a budget, additional levels provided are optional.

Appropriation/Allotment

The Appropriation/Allotment budget structure is used to maintain the State approved budget.

Budget Structure 90 – Appropriation/Allotment Budget

Level 1 (R) – Fund Group: Dept: Appr Category

Revenue

The Revenue budget structure is used to track revenue, not to limit incoming funds.

Budget Structure 94 – Revenue

Level 1 (R) – Fund: Dept: Revenue Class

Level 2 – Fund: Dept: Revenue Class: Revenue Source

Level 3 – Fund: Dept: Revenue Class: Revenue Source: Dept Revenue Source

Department

Departments can select the operating expense budget structure that aligns most closely to their needs.

Budget Structure 91 – Department Budget Structure – Bureau

Level 1 (R) – Dept: Appr Category: Fund

Level 2 (R) – Dept: Appr Category: Fund: Appr Unit: Division

Level 3 – Dept: Appr Category: Fund: Appr Unit: Division: Bureau

Level 4 – Dept: Appr Category: Fund: Appr Unit: Division: Bureau: Dept Obj Group

Budget Structure 92 – Department Budget Structure – District

Level 1 (R) – Fund: Dept: Appr Unit

Level 2 (R) – Fund: Dept: Appr Unit: Division

Level 3 (R) – Fund: Dept: Appr Unit: Division: District

Level 4 (R) – Fund: Dept: Appr Unit: Division: District: Obj Class

Budget Structure 93 – Department Budget Structure – Division

Level 1 (R) – Fund: Dept: Appr Unit

Level 2 (R) – Fund: Dept: Appr Unit: Division

Level 3 (R) – Fund: Dept: Appr Unit: Division: Obj Class

Budget Structure 95 – Department Budget Structure – Unit

Level 1 (R) – Fund: Dept: Appr Unit

Level 2 (R) – Fund: Dept: Appr Unit: Division

Level 3 – Fund: Dept: Appr Unit: Division: District

Level 4 – Fund: Dept: Appr Unit: Division: District: Bureau

Level 5 – Fund: Dept: Appr Unit: Division: District: Bureau: Section

Level 6 – Fund: Dept: Appr Unit: Division: District: Bureau: Section: Unit

Level 7 – Fund: Dept: Appr Unit: Division: District: Bureau: Section: Unit: Obj Class

Cost Structures – Phase

Cost structures are used when spending is offset or matched by reimbursements. Cost structures can be maintained at the Phase level by combining budget structure 37 and 40.

Budget Structure 37 – Program Phase Revenue and Expense

Level 1 (R) – Dept: Major Program

Level 2 (R) – Dept: Major Program: Program

Level 3 (R) – Dept: Major Program: Program: Phase

Budget Structure 40 – Program Phase Reimbursable

Level 1 (R) – Dept: Major Program: Program: Phase: Fund Profile: Fund Priority

Level 2 (R) – Dept: Major Program: Program: Phase: Fund Profile: Fund Priority: Fund Line

Cost Structures – Period

Cost Structures can be maintained at the Period level by combining budget structure 38 and 39.

Budget Structure 38 – Grant Program Period Revenue and Expense

Level 1 (R) – Dept: Major Program

Level 2 (R) – Dept: Major Program: Program

Level 3 (R) – Dept: Major Program: Program: Program Period

Budget Structure 39 – Grant Program Reimbursable

Level 1 (R) – Dept: Major Program: Program: Program Period: Fund Profile: Fund Priority

Level 2 (R) – Dept: Major Program: Program: Program Period: Fund Profile: Fund Priority: Fund Line

1.4. Budget Documents

The Budget (BG) document type is used to meet all of the various needs in the Budget area. A budget document enables users to create new budget lines as well as to modify, deactivate, reactivate, and delete existing budget lines in a particular budget structure. With the exception of the auto generation feature on the Required Budget table, the budget document is the only way to create new budget lines.

The budget document operates differently from accounting documents in several respects:

- Budget documents contain an Increase/Decrease field that is used in conjunction with a Dollar Amount field to determine how to update a budget line. That dollar amount field cannot be negative, where on accounting documents, negatives as well as positives are generally permitted.
- Budget documents cannot have a Document Function of Modification or Cancellation. Therefore, there will never be a version number of a budget document greater than one. On a budget document line, users enter a 'delta' amount that is used to update the budget line rather than the desired 'final' amount.
- Budget documents post to the Budget Journal only - not the Accounting Journal. Additionally, they do not post to the Budget Journal with posting lines but directly from the budget document lines.
- The accounting and posting lines from accounting documents infer all rollups for the COA entered. Budget document lines and posting lines only contain the COA and rollup values entered.

Each budget structure has a unique document that is used to create budgets within that budget structure. One budget document is used to establish all the levels for a single budget line. Budget documents are also used to increase, decrease, deactivate, reactivate, or delete existing budget lines.

Budget document codes are listed in Table 1 below along with the Budget Structure that they correspond to.

Table 1: Budget Structure Document Codes

Budget Structure	Name	Document Code
90	Appropriation/Allotment Budget	BGA90
91	Department – Bureau	BGE91
92	Department – District	BGE92
93	Department – Division	BGE93
94	Revenue	BGR94
95	Department – Unit	BGE95
37	Program Phase Revenue and Expense	BGPHE
40	Program Phase Reimbursement	BGPHR
38	Program Period Revenue and Expense	BGPDE
39	Program Period Reimbursement	BGPDR

All Budget documents are comprised of a Header section and subsequent Budget Level and Control sections.

Budget Document Header

The Header section of a budget document identifies the Transaction Date, Budget Fiscal Year (BFY), Fiscal Year, Accounting Period, Start Date, and End Date for the document.

AFIS Jump to: BUDLCON Go Home Personalize Accessibility App Help About

Welcome, Student 7 Procurement Budgeting Accounts Receivable Accounts Payable

Appropriation and Allotment Budget Document(BGA90) Dept: 107 ID: STU 7 1.2A Ver.: 1 Function: New Phase: Final Modified by Training, 11/25/2014

Header

Transaction Date: 11/25/2014
 Budget FY: 2014
 Fiscal Year:
 Period:
 Start Date: 07/01/2013
 End Date: 06/30/2014
 Created By: Training
 Created On: 11/25/2014
 Modified By: Training
 Modified On: 11/25/2014

Load Constraints

Level 1: Appropriation and Allotment Total Lines: 1
 Appropriation Controls Total Lines: 0
 Allotments Total Lines: 5

Edit Copy Copy Forward Discard Print Processing Workflow File Close

Budget Level Sections

Budget lines are maintained on a Budget Level section of the document. Budget Level sections identify the Chart of Accounts elements for each level of control within the budget structure. The number of levels and the COA elements controlled by each level vary for each budget structure. Each budget level allows users to create or modify a budget line with the associated dollar amount of the line.

It is important to note that budget lines can be created with a line amount of \$0. This effectively creates a way to track spending without setting any limitations on the amount that can be spent against a specific budget.

Budget Controls Sections

Each budget level is followed by a Budget Controls section which contains and defines line level controls for lines in a budget. Only authorized users with appropriate security permission are able to access the controls for a budget level.

Allotment Periods

Creating allotment periods is part of establishing budgets. Allotments are required for Appropriation Budgets and Revenue Budgets.

The screenshot shows the AFIS Budgetary Control interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the document title 'Appropriation and Allotment Budget Document(BGA90)', department 'Dept: 107', ID 'STU 7 1.2A', version 'Ver.: 1', function 'New', and phase 'Final'. The 'Allotments' section is expanded, showing a table with 5 lines. The table columns are Budget FY, Period, Percentage, Allotment Amount, and Increase/Decrease.

Budget FY	Period	Percentage	Allotment Amount	Increase/Decrease
2015	1	25.00%	\$250,000.00	Increase
2015	2	25.00%	\$250,000.00	Increase
2015	3	25.00%	\$250,000.00	Increase
2015	4	25.00%	\$250,000.00	Increase
2015	5	0.00%	\$0.00	Increase

From 1 to 5 Total: 5

The allotment periods for an appropriation are quarterly. Unused allotments are carried forward to the next allotment period increasing the available allotment within the next period. Cash Expenditures are limited to the amount available for the year to date allotments amount.

Using the appropriation allotment example illustrated above note that five allotment lines have been established. The four quarterly allotment lines do not have to be distributed equally at 25%, however they cannot exceed a total of 100%. Allotment Period 5 for appropriation budgets (Period 13 for revenue budgets) must be established at 0% (\$0.00) as an accumulator bucket to accommodate the year end processing. Specifically, appropriation allotment Period 5, or a roll forward period, is used by the application to determine the appropriation amount for the fiscal year end Budget Lapse process.

Budget Rollups

Two buttons located on the budget document are labeled Perform Budget Rollup and Smart Budget Rollup. Both buttons will summarize budget lines above the lowest level where lines have been entered, but the Smart Budget Rollup is the preferred method since it makes it easier to create balanced budget lines and simplifies data entry.

The screenshot shows the AFIS Budgetary Control interface for 'Dept Expense 93: Level 3'. The form contains fields for Action (New), Event Type (BG01), Name (Activity 1.2C), Start Date, End Date, Dollar Amount (\$1,000,000.00), Increase/Decrease (Increase), Reservation Type, Budget FY (2015), Fiscal Year (2015), Period (5), Fund (9007), Department (107), and Appr Unit (1070000). At the bottom, there are two buttons: 'Perform Budget Rollup' and 'Smart Budget Rollup'.

The Name and Description fields are not rolled up to higher levels on budget documents when the Perform Budget Rollup or Smart Budget Rollup actions are taken.

The Smart Budget Rollup performs the following when invoked:

1. Performs a save on the entire budget document.
2. Determines if budget lines exist on the document for a level greater than 1.
3. Deletes all budget lines, links, and line level controls above the lowest budget level entered on the document.
4. Saves those deletions.
5. Takes the budget line(s) at the lowest budget level and summarizes those lines on key elements that match the definition of the next upper budget level, retaining unique Event Type and Action values.
6. Inserts and saves summarized lines automatically created. Repeats Steps 5 and 6 with the current summary level for each progressively higher budget levels, until Level 1 is finished.
7. For each parent budget line, at levels higher than the lowest in the document with an Action of New, a lookup is performed to the respective budget level table to see if the line exists. If it exists, the Action is set to Modify. If not, the Action is left as New.
8. Resets all Change Evaluation Tracking fields used by the system to prompt a user that changes made, since the last rollup may require another rollup.

The Performs Budget Rollup performs the following when invoked:

1. Performs a save on the entire budget document.
2. Finds if budget lines exist on the document for a level greater than 1.
3. Takes the budget line(s) at the lowest budget level and summarizes those lines on key elements that match the definition of the next upper budget level, retaining unique Event Type and Action values.
4. Inserts and saves the summarized lines automatically created. Repeats Steps 5 and 6 with the current summary level for each progressively higher budget levels until Level 1 is finished.
5. Resets all Change Evaluation Tracking fields used by the system to prompt a user that changes made since the last rollup may require another rollup.

1.5. Budget Query Pages

Budget query pages exist for every level within each budget structure. Summary query pages exist for the lowest required level and several optional levels on Appropriation, Revenue, and Department Operating budget structures.

Table 2 below lists the budget query pages and summary query pages by budget structure.

Table 2: Budget Structure Query Pages

Budget Structure	Name	Query Pages	Summary Query
90	Appropriation/Allotment Budget	BQ90LV1	ESUM90L1
91	Department – Bureau	BQ91LV1 BQ91LV2 BQ91LV3 BQ91LV4	ESUM91L2
92	Department – District	BQ92LV1 BQ92LV2 BQ92LV3 BQ92LV4	ESUM92L4
93	Department – Division	BQ93LV1 BQ93LV2 BQ93LV3	ESUM93L3
94	Revenue	BQ94LV1 BQ94LV2 BQ94LV3	RSUM94L1 RSUM94L3
95	Department – Unit	BQ95LV1 BQ95LV2 BQ95LV3 BQ95LV4 BQ95LV5 BQ95LV6 BQ95LV7	ESUM95L2 ESUM95L3 ESUM95L7
37	Program Phase Revenue and Expense	BQ37LV1 BQ37LV2 BQ37LV3	
40	Program Phase Reimbursement	BQ40LV1 BQ40LV2	
38	Program Period Revenue and Expense	BQ38LV1 BQ38LV2 BQ38LV3	
39	Program Period Reimbursement	BQ39LV1 BQ39LV2	

Query Pages

Query pages can be accessed by entering the page code into the Jump to box in the Primary Navigation Panel. Each query page displays the budget lines in a grid at the top of the page and three sections below for the selected line.

The screenshot shows the AFIS Budgetary Control interface. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left navigation menu lists various options like Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area displays the 'Dept Expense 93: Level 3' query page. It features a table with columns for BFY, Fund, Department, Appr Unit, Div, Obj Class, Current Budget, Encumbered, Actual Expenses, and Unobligated. Below the table, there are three sections: Budget Actuals, Budgeted Amounts, and General Information. The Budget Actuals section shows various financial metrics like Purchase Reservations, Pre-Encumbered, Encumbered, Accrued Expenses, Cash Expenses, and Actual Expenses, along with their uncommitted, unobligated, and unexpended cash amounts.

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Encumbered	Actual Expenses	Unobligated
2015	9007	107	1070000	107	7000	\$1,000,000.00	\$16,399.99	\$7,060.00	\$976,540.01

Budget Actuals

Purchase Reservations:	\$0.00	Uncommitted:	\$976,540.01
Pre-Encumbered:	\$0.00	Unobligated:	\$976,540.01
Encumbered:	\$16,399.99	Unexpended Cash:	\$999,470.00
Accrued Expenses:	\$6,530.00	Unexpended Accrued:	\$992,940.00
Cash Expenses:	\$530.00		
Actual Expenses:	\$7,060.00		

Budgeted Amounts

General Information

The Budget Actuals section displays the balances for encumbrances and expenses along with calculated amounts for uncommitted, unobligated, and unexpended cash.

This close-up view of the Budget Actuals section shows the following data:

Purchase Reservations:	\$0.00	Uncommitted:	\$976,540.01
Pre-Encumbered:	\$0.00	Unobligated:	\$976,540.01
Encumbered:	\$16,399.99	Unexpended Cash:	\$999,470.00
Accrued Expenses:	\$6,530.00	Unexpended Accrued:	\$992,940.00
Cash Expenses:	\$530.00		
Actual Expenses:	\$7,060.00		

The Budgeted Amounts section displays the original and current budgeted amounts along with any transfers in or out of the budget.

This close-up view of the Budgeted Amounts section shows the following data:

Adopted:	\$1,000,000.00	Budget Reserve:	\$0.00
Allocated:	\$0.00	Transfer Out:	\$0.00
Amendments:	\$0.00	Transfer In:	\$0.00
Carry Forward:	\$0.00	Original Budget:	\$1,000,000.00
Reversions:	\$0.00	Current Budget:	\$1,000,000.00

The General Information section contains the information for the budget line such as the Name, Manager, Description, House Bill Number, and Start/End Dates.

▼ General Information

BFY : 2015

Fund : 9007

Department : 107

Appr Unit : 1070000

Div : 107

Obj Class : 7000

Name : Activity 1.2C

Manager :

Description :

Active : ☒

House Bill Number :

Start Date :

End Date :

The labels for each field in the Budget Actuals and Budgeted Amounts sections are clickable links that will display the pending increases and decreases for that value. The Magnifying Glass icons allow users to drill down and view the transactions that have impacted the amount shown in the field. For example, the encumbered amount is impacted by Encumbrance documents that have been processed for the selected budget line.

Field Details

First Prev Next Last

Menu

Encumbered \$16,399.99

Pending Increases to Encumbered \$0.00

Pending Decreases to Encumbered \$500.00

OK

Cancel

On the query page for Budget Structure 90 Level 1, the Allotments link at the bottom will display the configured allotments for the selected budget line.

Allotments

BFY	Fund Group	Dept	Appr Cat	Period	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2015	8000	107	1070000	1	\$250,000.00	\$0.00	\$0.00	\$250,000.00
2015	8000	107	1070000	2	\$250,000.00	\$0.00	\$0.00	\$250,000.00
2015	8000	107	1070000	3	\$250,000.00	\$0.00	\$0.00	\$250,000.00
2015	8000	107	1070000	4	\$250,000.00	\$0.00	\$0.00	\$250,000.00
2015	8000	107	1070000	5	\$0.00	\$0.00	\$0.00	\$0.00

First Prev Next Last

Budget Actuals

Purchase Reservations : \$0.00	Uncommitted : \$250,000.00
Pre-Encumbered : \$0.00	Unobligated : \$250,000.00
Encumbered : \$0.00	Unexpended Cash : \$250,000.00
Accrued Expenses : \$0.00	Unexpended Accrued : \$250,000.00
Cash Expenses : \$0.00	
Actual Expenses : \$0.00	

Budgeted Amounts

[Top](#)

[Modified Budget Line Controls](#) [Budget Structure 1 Level 1](#)

On the query pages for Expense Budget Structures 91, 92, 93, and 95, the Next Level and Previous Level links allow users to navigate to the other level query pages for the budget structure.

Summary Query Pages

Summary query pages allow users to see combined totals for any COA elements in the budget structure. These pages are available primarily at the lowest required level for a budget structure because they will summarize the data across budget lines for any COA elements that have been defined for the structure.

Budget Structure 93 Level 3 ESUM

[Browse](#) [Clear](#)

BFY:

Fund:

Department: 107

Appr Unit:

Div:

Obj Class:

Detail:

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓	107					\$1,000,000.00	\$0.00	\$16,399.99	\$7,060.00	\$976,540.01	\$976,540.01

First Prev Next Last

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓	107					\$1,000,000.00	\$0.00	\$16,399.99	\$7,060.00	\$976,540.01	\$976,540.01

First Prev Next Last

[Dept Expense 93 Level 3](#)

2. Appropriation Budgets

Learning Objectives

In this lesson, you will:

- Examine the Appropriation budget creation process
- Amend an Appropriation budget
- Transfer an Appropriation budget
- Review the Relief Bill budget process
- Review the budget deactivation process

Lesson Overview

Appropriation budgets are defined in legislation and approved by the Governor for the State of Arizona. This lesson reviews the process of creating, amending, and transferring Appropriation budgets in AFIS. This lesson also reviews the Relief Bill and budget lapse process in AFIS.

2.1. Appropriation Budgets

Appropriation budgets use budget structure 90 and are established in AFIS through the creation of a BGA90 document. Budget structure 90 and the BGA90 document consist of only one level for budget line definition. Each budget line created in Level 1 on an Appropriation budget document can have Appropriation Controls and Allotments specified which further control and define the breakdown for the appropriated funds.

The purpose of each line on a budget document is driven by the combination of the Line Action and Event Type selected. The valid event types on the BGA90 document are listed in Table 3 below:

Table 3: Appropriation Budget Structure Event Types

Event Type	Name
BG01	Adopt an Expense Budget
BG03	Amend an Expense Budget
BG05	Revert an Expense Budget
BG06	Transfer In an Expense Budget
BG07	Transfer Out an Expense Budget
BG08	Deactivate Budget Line
BG09	Activate Budget Line
BG10	Delete Budget Line
BGE1	Adopt Expense Budget Exception
BGE3	Amend an Expense Budget Exception

ACTIVITY 2.1

Create an Appropriation Budget

Scenario

The Secretary of State has published the budget related bills. You are responsible for creating the budget in AFIS based on the published data.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Document Catalog.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **BGA90**.
 5. In the **Dept.** field, enter the data from *your student data card*.
 6. Check the **Auto Numbering** check box.
 7. Click **Create**. The budget document opens.

The screenshot displays the AFIS Budgetary Control interface. The top navigation bar includes the AFIS logo, a 'Jump to' dropdown set to 'ESUM93L3', and links for Home, Personalize, Accessibility, App Help, and About. Below this, a secondary navigation bar shows 'Welcome, Student 7' and tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main header area contains the document title 'Appropriation and Allotment Budget Document(BGA90)', department 'Dept: 107', ID 'ID: 201500000029', version 'Ver.: 1', function 'Function: New', phase 'Phase: Draft', and a 'Modified by' field showing 'Student7' on '04/04/2015'.

The main form area is titled 'Header' and contains the following fields:

- Transaction Date: [Text Field]
- Budget FY: [Text Field]
- Fiscal Year: [Text Field]
- Period: [Text Field]
- Start Date: [Text Field]
- End Date: [Text Field]
- Created By: Student7
- Created On: 04/05/2015
- Modified By: Student7
- Modified On: 04/05/2015

Below the header fields, there are buttons for 'Save', 'Undo', and 'Load Constraints'. At the bottom, a summary table shows the following data:

Level 1: Appropriation and Allotment	Total Lines: 0
Appropriation Controls	Total Lines: 0
Allotments	Total Lines: 0

At the very bottom, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

AFIS

Welcome, Student 7

Jump to: ESUM93L3 Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Appropriation and Allotment Budget Document(BGA90) Dept: 107 ID: 20150000029 Ver.: 1 Function: New Phase: Draft Modified by Student7, 04/04/2015

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date: 7/1/2015

End Date: 6/30/2016

Created By: Student7

Created On: 04/05/2015

Modified By: Student7

Modified On: 04/05/2015

Save Undo Load Constraints

Level 1: Appropriation and Allotment	Total Lines: 0
Appropriation Controls	Total Lines: 0
Allotments	Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close

B. Complete the Level 1: Appropriation and Allotment section.

1. Click on the **Level 1: Appropriation and Allotment** section.
2. Click **Insert New Line**. The Action defaults to New.
3. In the **Event Type** field, enter **BG01**, Adopt an Expense Budget.
4. In the **Name** field, enter **Lump Sum Appropriation**.
5. In the **Dollar Amount** field, enter **100000**.
6. Observe the default Increase/Decrease action is **Increase**.
7. In the **Fund Group** field, enter **1000**.
8. In the **Department** field, enter the data from *your student data card*.
9. In the **Appr Category** field, enter the data from *your student data card*.
10. In the **Description** field, enter **New Spending Budget**.
11. In the **House Bill Number** field, enter the data from *your student data card*.

12. Click **Save**.

The screenshot displays the AFIS Budgetary Control interface. At the top, the header includes the AFIS logo, a navigation bar with links like 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About', and a status bar showing 'Welcome, Student 7'. Below the header, a breadcrumb trail indicates the current path: 'Appropriation and Allotment Budget Document(BGA90) Dept: 107 ID: 201500000029 Ver.: 1 Function: New Phase: Draft Modified by: Student7, 04/04/2015'. The main form is titled 'Appropriation and Allotment Level' and contains several input fields and buttons. The 'Action' dropdown is set to 'New'. The 'Event Type' is 'BG01'. The 'Name' is 'Lump Sum Appropriation'. The 'Start Date' and 'End Date' are empty. The 'Dollar Amount' is '100000'. The 'Increase/Decrease' dropdown is set to 'Increase'. The 'Allotment Dist Amount' is empty. On the right side, there are fields for 'Reservation Type', 'Budget FY', 'Fiscal Year', 'Period', 'Fund Group' (set to '8000'), 'Department' (set to '107'), 'Appr Category' (set to '1010000'), 'Contact', 'Contact Name', 'Description' (set to 'New Spending Budget'), 'House Bill Number' (set to 'HB2001'), and 'Debt ID'. Below the form, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. At the bottom, there are tabs for 'Appropriation Controls' and 'Allotments', both showing 'Total Lines: 0'. A footer bar contains buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

C. Complete the Allotments section.

1. Click on the **Allotments** section.
2. Click **Insert New Line** 5 times to add 5 blank lines.
3. In the first line, click the cell under Period.
4. In the **Period** field, enter **1** and press **tab**.
5. The **Percentage** field is selected. Enter **25**, press **tab** 3 times.
6. In the second row, **Period** field, enter **2**, and press **tab**.
7. The **Percentage** field is selected. Enter **25**, press **tab** 3 times.
8. In the third row, **Period** field, enter **3**, and press **tab**.
9. The **Percentage** field is selected. Enter **25**, press **tab** 3 times.
10. In the fourth row, **Period** field, enter **4**, and press **tab**.
11. The **Percentage** field is selected. Enter **25**, press **tab** 3 times.
12. In the fifth row, **Period** field, enter **5**, and press **tab**.
13. The **Percentage** field is selected. Enter **0**.

14. Click **Save**.

The screenshot shows the AFIS Budgetary Control interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the document type 'Appropriation and Allotment Budget Document(BGA90)', department 'Dept: 107', ID 'ID: 20150000029', version 'Ver.: 1', function 'Function: New', phase 'Phase: Draft', and modification date 'Modified by Student7, 04/04/2015'.

The form is divided into sections: Header, Level 1: Appropriation and Allotment (Total Lines: 1), Appropriation Controls (Total Lines: 0), and Allotments (Total Lines: 0). The Allotments section contains a table with the following data:

Budget FY	Period	Percentage	Allotment Amount	Increase/Decrease
	1	25		Increase ▼
	2	25		Increase ▼
	3	25		Increase ▼
	4	25		Increase ▼
	5	0		Increase ▼

Below the table, it shows 'From 1 to 5 Total: 5' and navigation buttons: First, Previous, Next, Last. The footer contains buttons for Save, Undo, Insert New Line, Insert Copied Line, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

D. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

2.2. Appropriation Budget Amendments

Modification or amendment of an Appropriation budget requires the creation and submission of the same budget document type that was used to create the budget line. For Appropriation budgets, the document code is BGA90. The Line Action is changed to Modify and the Event Type selected is BG03, Amend an Expense Budget.

When a budget line is amended, the Increase/Decrease field needs to be set so that the dollar amount entered is either added to or subtracted from the current budget amount. This value represents the change in budget amount and is different than accounting documents where a new value is entered.

ACTIVITY 2.2**Modify an Appropriation Budget****Scenario**

The Secretary of State has published the budget related bills. You are responsible for amending the budget in AFIS based on the published data and required changes.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Document Catalog.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **BGA90**.
 5. In the **Dept** field, enter the data from *your student data card*.
 6. Check the **Auto Numbering** check box.
 7. Click **Create**. The Budget document opens.
- B. Complete the Header section of the budget document.
 1. In the **Start Date** field, enter the data from *your student data card*.
 2. In the **End Date** field, enter the data from *your student data card*.

- Click on the **Level 1: Appropriation and Allotment** section.

The screenshot displays the AFIS Budgetary Control interface. At the top, the AFIS logo is on the left, and navigation links (Home, Personalize, Accessibility, App Help, About) are on the right. Below the header, a status bar shows 'Welcome, Student 7' and 'Procurement Budgeting Accounts Receivable Accounts Payable'. The main header area contains the following information: 'Appropriation and Allotment Budget Document(BGA90)', 'Dept: 107', 'ID: 201500000030', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'. The 'Header' section is highlighted in orange. Below it, a form contains the following fields: 'Transaction Date' (calendar icon), 'Budget FY' (calendar icon), 'Fiscal Year' (calendar icon), 'Period' (calendar icon), 'Start Date' (07/01/2014, calendar icon), 'End Date' (06/30/2016, calendar icon), 'Created By: Student7', 'Created On: 04/05/2015', 'Modified By: Student7', and 'Modified On: 04/05/2015'. Below the form, there are buttons for 'Save', 'Undo', and 'Load Constraints'. A table at the bottom shows the following data:

Section	Total Lines
Level 1: Appropriation and Allotment	1
Appropriation Controls	0
Allotments	0

At the bottom of the interface, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

- Complete the Level 1: Appropriation and Allotment section.

- Click **Insert New Line**.
- Set the **Action** field to **Modify**.
- In the **Event Type** field, enter **BG03**, Amend an Expense Budget.
- In the **Dollar Amount** field, enter **5000**.
- Set the **Increase/Decrease** field to **Decrease**.
- In the **Fund Group** field, enter **1000**.
- In the **Department** field, enter the data from *your student data card*.
- In the **Appr Category** field, enter the data from *your student data card*.
- In the **Description** field, enter **Budget amended**.
- In the **House Bill Number** field, enter the data from *your student data card*.

11. Click **Save**.

The screenshot displays the AFIS Budgetary Control interface. At the top, the header includes the AFIS logo, a navigation bar with links like 'Jump to: ESUM93L3', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a status bar shows 'Welcome, Student 7' and navigation tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main title bar reads 'Appropriation and Allotment Budget Document(BGA90)' with details: 'Dept: 107', 'ID: 201500000030', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'.

The 'Header' section shows 'Level 1: Appropriation and Allotment' with 'Total Lines: 1'. The 'Appropriation and Allotment Level' form contains the following fields:

- Action:** Modify (dropdown)
- Event Type:** BG03 (dropdown)
- Name:** (text field)
- Start Date:** (calendar icon)
- End Date:** (calendar icon)
- Dollar Amount:** 5000 (text field)
- Increase/Decrease:** Decrease (dropdown)
- Allotment Dist Amount:** (text field)
- Reservation Type:** (dropdown)
- Budget FY:** (text field)
- Fiscal Year:** (text field)
- Period:** (text field)
- Fund Group:** 8000 (dropdown)
- Department:** 107 (dropdown)
- Appr Category:** 1010000 (dropdown)
- Contact:** (dropdown)
- Contact Name:** (text field)
- Description:** Budget amended (text area)
- House Bill Number:** HB2001 (text field)
- Debt ID:** (dropdown)

Below the form, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. The 'Appropriation Controls' section shows 'Total Lines: 0'. The 'Allotments' section shows 'Total Lines: 0'. At the bottom, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

D. Complete the Allotments section.

1. Click on the **Allotments** section.
2. Click **Insert New Line** 5 times to add 5 blank lines.
3. In the first line, click the cell under **Period**.
4. In the **Period** field, enter **1** and press **tab**.
5. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
6. In the **Increase/Decrease** dropdown, select **Decrease**, and press **tab**.
7. In the second row, **Period** field, enter **2**, and press **tab**.
8. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
9. In the **Increase/Decrease** dropdown, select **Decrease**, and press **tab**.
10. In the third row, **Period** field, enter **3**, and press **tab**.
11. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
12. In the **Increase/Decrease** dropdown, select **Decrease**, and press **tab**.
13. In the fourth row, **Period** field, enter **4**, and press **tab**.
14. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
15. In the **Increase/Decrease** dropdown, select **Decrease**, and press **tab**.
16. In the fifth row, **Period** field, enter **5**, and press **tab**.
17. The **Percentage** field is selected. Enter **0**.

18. Click **Save**.

The screenshot shows the AFIS Budgetary Control interface. At the top, there's a navigation bar with the AFIS logo and links for Home, Personalize, Accessibility, App Help, and About. Below this is a status bar indicating the user is 'Student 20' and the document is 'Appropriation and Allotment Budget Document(BGA90)'. The document details include Dept: 200, ID: 201500000029, Ver.: 1, Function: New, Phase: Draft, and Modified by Student20 on 04/06/2015.

The main section is titled 'Allotments' and shows a table with 5 total lines. The table has the following columns: Budget FY, Period, Percentage, Allotment Amount, and Increase/Decrease. The data is as follows:

Budget FY	Period	Percentage	Allotment Amount	Increase/Decrease
2015	1	25.00%		Increase
2015	2	25.00%		Increase
2015	3	25.00%		Increase
2015	4	25.00%		Increase
2015	5	0.00%		Increase

At the bottom of the table, there are navigation buttons: First, Previous, Next, and Last. Below the table, there are buttons for Save, Undo, Insert New Line, and Insert Copied Line.

E. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

2.3. Appropriation Transfer

When budget authority needs to be transferred from one budget line to another, a pair of balancing transfer in and transfer out lines must be created on an Appropriation budget (BGA90) document. The event type entered on the budget line tells AFIS to perform a transfer. For the transfer out, the line Action is Modify, but for the transfer in, the line Action can be either New, which establishes a budget, or Modify, which modifies an existing budget.

- **Event Type BG07** – Transfer Out an Expense Budget
- **Event Type BG06** – Transfer In and Expense Budget

It is important to note that when budget amounts are transferred out, the Increase/Decrease field is set to **Increase** which will subtract the dollar amount entered from the specified budget line. When budget amounts are transferred in, the Increase/Decrease field is again set to **Increase** which will add the amount to the new or existing budget line.

ACTIVITY 2.3**Transfer an Appropriation Budget****Scenario**

Your department has established a need to transfer appropriation authority for \$10,000 budgeted dollars to another department. You will complete the budget transfer using the Appropriation budget document.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Document Catalog.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **BGA90**.
 5. In the **Dept** field, enter the data from **your student data card**.
 6. Check the **Auto Numbering** check box.
 7. Click **Create**. The Budget document opens.
- B. Complete the Header section of the budget document.
 1. In the **Transaction Date** field, enter **today's date**, or leave blank for default.
 2. In the **Budget FY** field, enter the **current BFY**, or leave blank for default.
 3. In the **Fiscal Year** field, enter the **current FY**, or leave blank for default.
 4. In the **Start Date** field, enter the data from **your student data card**.
 5. In the **End Date** field, enter the data from **your student data card**.

6. Click on the **Level 1: Appropriation and Allotment** section.

The screenshot displays the AFIS Budgetary Control interface. At the top, there's a navigation bar with links: Home, Personalize, Accessibility, App Help, and About. Below this, a status bar shows 'Welcome, Student 7' and 'Procurement Budgeting Accounts Receivable Accounts Payable'. The main header area contains the document title 'Appropriation and Allotment Budget Document(BGA90)' and metadata: 'Dept: 107 ID: 201500000031 Ver.: 1 Function: New Phase: Draft' and 'Modified by Student7, 04/04/2015'. The 'Header' section includes input fields for Transaction Date, Budget FY, Fiscal Year, Period, Start Date (07/01/2014), End Date (06/30/2016), Created By (Student7), Created On (04/05/2015), Modified By (Student7), and Modified On (04/05/2015). Below the header, there's a summary table with three rows: 'Level 1: Appropriation and Allotment' (Total Lines: 0), 'Appropriation Controls' (Total Lines: 0), and 'Allotments' (Total Lines: 0). At the bottom, a toolbar contains buttons: Save, Undo, Load Constraints, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

C. Complete the Level 1: Appropriation and Allotment section.

1. Click **Insert New Line**.
2. Set the **Action** field to **Modify**.
3. In the **Event Type** field, enter **BG07**, Transfer Out an Expense Budget.
4. In the **Dollar Amount** field, enter **10000**.
5. Leave the **Increase/Decrease** field set to **Increase**. This is because the Transfer Out budget amount is subtracted to arrive at the Current Budget so an "Increase" transfers authority out.
6. In the **Fund Group** field, enter **1000**.
7. In the **Department** field, enter the data from *your student data card*.
8. In the **Appr Category** field, enter the data from *your student data card*.
9. In the **Description** field, enter **Budget transferred out**.
10. In the **House Bill Number** field, enter the data from *your student data card*.

11. Click **Save**.

The screenshot displays the AFIS Budgetary Control interface. At the top, the header shows 'Welcome, Student 7' and navigation links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main title bar indicates 'Appropriation and Allotment Budget Document(BGA90)' with details: Dept: 107, ID: 201500000031, Ver.: 1, Function: New, Phase: Draft, and a modification timestamp of 04/04/2015 by Student7.

The 'Appropriation and Allotment Level' form is the central focus. It includes fields for Action (set to 'Modify'), Event Type (BG07), Name, Start Date, End Date, Dollar Amount (10000), Increase/Decrease (set to 'Increase'), Allotment Dist Amount, Reservation Type, Budget FY, Fiscal Year, Period, Fund Group (8000), Department (107), Appr Category (1010000), Contact, Contact Name, Description (Budget transferred out), House Bill Number (HB2001), and Debt ID.

Below the form, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid. A summary section shows 'Appropriation Controls' and 'Allotments' both with 'Total Lines: 0'. At the bottom, there are buttons for Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

D. Complete the Allotments section.

1. Click on the **Allotments** section.
2. Click **Insert New Line** 5 times to add 5 blank lines.
3. In the first line, click the cell under Period.
4. In the **Period** field, enter **1** and press **tab**.
5. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
6. In the **Increase/Decrease** dropdown, select **Increase**, and press **tab**.
7. In the second row, **Period** field, enter **2**, and press **tab**.
8. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
9. In the **Increase/Decrease** dropdown, select **Increase**, and press **tab**.
10. In the third row, **Period** field, enter **3**, and press **tab**.
11. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
12. In the **Increase/Decrease** dropdown, select **Increase**, and press **tab**.
13. In the fourth row, **Period** field, enter **4**, and press **tab**.
14. The **Percentage** field is selected. Enter **25**, press **tab** 2 times.
15. In the **Increase/Decrease** dropdown, select **Increase**, and press **tab**.
16. In the fifth row, **Period** field, enter **5**, and press **tab**.
17. The **Percentage** field is selected. Enter **0**.

18. Click **Save**.

E. Add a line to transfer in the same amount for the other department.

1. Click the Level 1 component
2. Click **Insert New Line**.
3. Set the **Action** field to **New**.
4. In the **Event Type** field, enter **BG06**, Transfer In an Expense Budget.
5. In the **Dollar Amount** field, enter **10000**.
6. Leave the **Increase/Decrease** field set to **Increase**.
7. In the **Fund Group** field, enter **1000**.
8. In the **Department** field, enter the data from *your student data card*.
9. In the **Appr Category** field, enter **1000001**.
10. In the **Description** field, enter **Budget transferred in**.
11. In the **House Bill Number** field, enter the data from *your student data card*.
12. Click **Save**.

F. Complete the Allotments section.

1. Click the **Allotments** section.
2. Click **Insert New Line** 5 times to add 5 blank lines.
3. In the first line, click the cell under Period.
4. In the **Period** field, enter **1** and press **tab**.
5. The **Percentage** field is selected. Enter **15**, press **tab** 3 times.
6. In the second row, **Period** field, enter **2**, and press **tab**.
7. The **Percentage** field is selected. Enter **20**, press **tab** 3 times.

8. In the third row, **Period** field, enter **3**, and press **tab**.
9. The **Percentage** field is selected. Enter **30**, press **tab** 3 times.
10. In the fourth row, **Period** field, enter **4**, and press **tab**.
11. The **Percentage** field is selected. Enter **35**, press **tab** 3 times.
12. In the fifth row, **Period** field, enter **5**, and press **tab**.
13. The **Percentage** field is selected. Enter **0**.
14. Click **Save**.

The screenshot shows the AFIS Budgetary Control interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the document title 'Appropriation and Allotment Budget Document(BGA90)', department 'Dept: 107', ID 'ID: 201500000031', version 'Ver.: 1', function 'Function: New', phase 'Phase: Draft', and modification date 'Modified by Student7, 04/04/2015'. Below the header is a table with the following data:

Budget FY	Period	Percentage	Allotment Amount	Increase/Decrease
	1	15		Increase ▼
	2	20		Increase ▼
	3	30		Increase ▼
	4	35		Increase ▼
	5	0		Increase ▼

At the bottom of the form, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

G. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

2.4. Relief Bill Budgets

An agency may submit a request for inclusion in the Relief Bill process if a claim is presented which is more than one fiscal year and less than four fiscal years old and if sufficient funds remain in the reverted appropriation to pay the claim. The Department of Administration shall present the claim to the legislature requesting an appropriation of monies sufficient for payment of the claim.

2.5. Appropriation Budget Lapse Process

When an Appropriation budget reaches the End Date specified, the budget lapses. This means that any funds that remain unspent or unencumbered are lapsed. Setting the proper Start and End Dates for an Appropriation budget line is very important since these dates controls the lapse process for the budget.

Inactivate Appropriation Budgets

When a budget line is deactivated, that effectively stops all activity against it. When performed on a higher budget level, deactivation will stop processing against all lower level budget lines. Therefore, it is important to deactivate only at the proper level. Because of this, it is not necessary to deactivate a series of parent and child budget lines. Also, for this reason, rollup actions do not work with deactivation or reactivation, since this could cause unforeseen problems with existing budgets.

3. Departmental Budgets

Learning Objectives

In this lesson, you will:

- Identify the available department operating budget structures
- Establish a departmental operating budget
- Amend a departmental operating budget
- Transfer a departmental operating budget
- Research a department operating budget structure

Lesson Overview

Department operating budgets provide a way to capture and display expenditures compared to a pre-established plan. In this lesson, users review the operating budget structures and event types. Users will also create, modify, and transfer an expense budget.

3.1. Departmental Operating Budgets

The departmental operating budgets are used to track and limit expenses. When an expense document is processed in AFIS, the system will perform a check against the requesting department's budget and only allow the transaction if sufficient funds are available.

Departments can choose the budget structure that best suits their needs from the available budget structures in AFIS. The budget structures used by departments to track expenses and the COA detail they provide are:

- **Budget Structure 91** – Bureau
- **Budget Structure 92** – District
- **Budget Structure 93** – Division
- **Budget Structure 95** – Unit

Some departments may choose to use more levels of detail within a budget structure when creating budget line entries than other departments. This flexibility allows departments to track and report on expenses as necessary.

It is important to note that budget lines can be created with a line amount of \$0. This effectively creates a way to track spending without setting any limitations on the amount that can be spent against a specific budget.

3.2. Establish Operating Budgets

The documents used to create and modify departmental operating budgets are the BGE91, BGE92, BGE93, and BGE95. These documents correspond to the chosen budget structure. The only differences between the documents are the levels that are available for entry. Only the required levels within a budget structure must be defined; however, users should start at the lowest level to be used when creating a new budget line. This allows the higher levels to be automatically calculated using on the Smart Roll Up feature.

For example, if a department is using budget structure 95 and wants to track expenses at the Unit level, the department user would enter all budget information in Level 6 on a BGE95 document and use the Smart Roll Up feature to calculate the amounts for levels 1 through 5.

The valid event types on the BGE## documents are listed in Table 4 below:

Table 4: Department Expense Budget Event Types

Event Type	Name
BG01	Adopt an Expense Budget
BG03	Amend an Expense Budget
BG06	Transfer In an Expense Budget
BG07	Transfer Out an Expense Budget
BG08	Deactivate Budget Line
BG09	Activate Budget Line
BG10	Delete Budget Line

ACTIVITY 3.2

Create an Operating Budget

Scenario

Your department is ready to establish its operating budget based on the forecasted department requirements. You are responsible for creating the BGE93 document in AFIS to establish the budget lines using budget structure 93 to record at the Object Class level; Level 3 in the budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Document Catalog.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.

4. In the **Code** field, enter **BGE93**.
5. In the **Dept** field, enter the data from *your student data card*.
6. Check the **Auto Numbering** check box.
7. Click **Create**. The budget document opens.

The screenshot shows the AFIS Budgetary Control interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header area displays the following information:

- Transaction Date: [Empty field]
- Budget FY: [Empty field]
- Fiscal Year: [Empty field]
- Period: [Empty field]
- Start Date: [Empty field]
- End Date: [Empty field]
- Created By: Student7
- Created On: 04/05/2015
- Modified By: Student7
- Modified On: 04/05/2015

Below the header, there is a table with the following columns: Dept Expense 93: Level 1, Total Lines: 0, and a plus icon. The table contains the following rows:

Dept Expense 93: Level 1	Total Lines: 0	
Dept Expense 93: Level 1 Controls	Total Lines: 0	
Dept Expense 93: Level 2	Total Lines: 0	
Dept Expense 93: Level 2 Controls	Total Lines: 0	
Dept Expense 93: Level 3	Total Lines: 0	
Dept Expense 93: Level 3 Controls	Total Lines: 0	

At the bottom of the interface, there are buttons for Save, Undo, Load Constraints, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

8. In the **Document Navigation Panel**, click **Dept Expense 93: Level 3**.

The screenshot shows the AFIS Budgetary Control interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header area displays the following information:

- Transaction Date: [Empty field]
- Budget FY: [Empty field]
- Fiscal Year: [Empty field]
- Period: [Empty field]
- Start Date: 07/01/2014
- End Date: 06/30/2016
- Created By: Student7
- Created On: 04/05/2015
- Modified By: Student7
- Modified On: 04/05/2015

Below the header, there is a table with the following columns: Dept Expense 93: Level 1, Total Lines: 0, and a plus icon. The table contains the following rows:

Dept Expense 93: Level 1	Total Lines: 0	
Dept Expense 93: Level 1 Controls	Total Lines: 0	
Dept Expense 93: Level 2	Total Lines: 0	
Dept Expense 93: Level 2 Controls	Total Lines: 0	
Dept Expense 93: Level 3	Total Lines: 0	
Dept Expense 93: Level 3 Controls	Total Lines: 0	

At the bottom of the interface, there are buttons for Save, Undo, Load Constraints, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

B. Complete the Dept Expense 93: Level 3 section.

1. Click **Insert New Line**. The Action defaults to New.
2. In the **Event Type** field, enter **BG01**, Adopt an Expense Budget.
3. In the **Dollar Amount** field, enter **100000**.
4. Observe the default Increase/Decrease action is **Increase**.
5. In the **Fund** field, enter **1000**
6. In the **Dept** field, enter the data from *your student data card*.
7. In the **Appr Unit** field, enter the data from *your student data card*.
8. In the **Division** field, enter the data from *your student data card*.
9. In the **Object Class** field, enter **7000**.
10. In the **Description** field, enter **Training budget**.
11. Click the **Smart Budget Rollup** button.
12. Click **Save**.

The screenshot displays the AFIS Budgetary Control interface. At the top, the AFIS logo is visible on the left, and navigation links like 'Jump to: ESUM93L3', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About' are on the right. Below this is a status bar with 'Welcome, Student 7' and tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main header area shows 'Department Expense - Division(BGE93)', 'Dept: 107', 'ID: 201500000006', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'.

The central part of the screen is divided into two main sections. The top section, titled 'Header', lists several lines: 'Dept Expense 93: Level 1' (Total Lines: 0), 'Dept Expense 93: Level 1 Controls' (Total Lines: 0), 'Dept Expense 93: Level 2' (Total Lines: 0), 'Dept Expense 93: Level 2 Controls' (Total Lines: 0), and 'Dept Expense 93: Level 3' (Total Lines: 1). The bottom section, titled 'Dept Expense 93: Level 3', contains a form with various fields. On the left, there are fields for 'Action' (set to 'New'), 'Event Type' (set to 'BG01'), 'Name', 'Start Date', 'End Date', 'Dollar Amount' (set to '100000'), and 'Increase/Decrease' (set to 'Increase'). On the right, there are fields for 'Reservation Type', 'Budget FY', 'Fiscal Year', 'Period', 'Fund' (set to '8000'), 'Department' (set to '107'), 'Appr Unit' (set to '1010000'), 'Division' (set to '107'), 'Object Class' (set to '7000'), 'Contact', 'Contact Name', and 'Description' (set to 'Training budget').

At the bottom of the interface, there is a toolbar with buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', and 'Smart Budget Rollup'. Below this is another status bar showing 'Dept Expense 93: Level 3 Controls' and 'Total Lines: 0'. At the very bottom, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

- C. Create the rest of the budget lines.
1. At the top of the section, click the **Copy Line** icon.
 2. At the bottom of the section, click the **Insert Copied Line** button.

Dept Expense 93: Level 3 Total Lines: 2

Budget FY	Fund	Department	Appr Unit	Division	Object Class	Dollar Amount	Increase/Decrease	Event Type
2015	8000	107	1010000	107	7000	\$100,000.00	Increase	BG01
2015	8000	107	1010000	107	7000	\$100,000.00	Increase	BG01

From 1 to 2 Total: 2

First Previous Next Last

Dept Expense 93: Level 3

Action: New

Event Type: BG01

Name:

Start Date: 07/01/2014

End Date: 06/30/2016

Dollar Amount: \$100,000.00

Increase/Decrease: Increase

Reservation Type:

Budget FY: 2015

Fiscal Year: 2015

Period: 10

Fund: 8000

Department: 107

Appr Unit: 1010000

Save Undo Insert New Line Insert Copied Line Edit with Grid Perform Budget Rollup Smart Budget Rollup

3. In the **Dollar Amount** field, enter **75000**.
4. In the **Object Class** field, enter **6000**.
5. Click the **Insert Copied Line** button.
6. In the **Dollar Amount** field, enter **60000**.
7. In the **Object Class** field, enter **6100**.
8. Click the **Smart Budget Rollup** button.
9. Click **Save**.

Budget FY	Fund	Department	Appr Unit	Division	Object Class	Dollar Amount	Increase/Decrease	Event Type		
2015	8000	107	1010000	107	7000	\$100,000.00	Increase	BG01		
2015	8000	107	1010000	107	6000	\$75,000.00	Increase	BG01		
2015	8000	107	1010000	107	6100	\$60,000.00	Increase	BG01		

From 1 to 3 Total: 3

First Previous Next Last

- D. Review the rollup amounts in Level 1 of the budget document.
1. In the Document Navigation Panel, click **Dept Expense 93: Level 1**.
 2. Observe the Dollar Amount for the line that has been created automatically in this section of the document is \$235,000; the sum of the three lines on Level 3 with the same Department, Appr Unit, and Fund.

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease	Event Type		
2015	8000	107	1010000	\$235,000.00	Increase	BG01		

From 1 to 1 Total: 1

First Previous Next Last

F. Load Constraints

1. Click **Header Panel**.
2. Click **Load Constraints** at the bottom of the Header Screen.

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date: 07/01/2014

End Date: 06/30/2016

Created By: Student7

Created On: 04/05/2015

Modified By: Student7

Modified On: 04/05/2015

Save Undo Load Constraints

3. In the **Document Navigation Panel**, click **Dept Expense 93: Level 3 Controls**.
4. Observe the Constraint ID information and Edit Grid option.

Dept Expense 93: Level 3 Controls Total Lines: 7

Constraint ID	Name	Violation Action
24	Current Budget 1	No Action
18	Accrued Available to Expend Only	No Action
61	Available To Obligate Only	No Action
60	Available To Commit Only	No Action
5	Available To Obligate Only	Require Override
29	Reimbursement Constraint #3	No Action
1	Available To Commit Only	No Action

From 1 to 7 Total: 7

First Previous Next Last

E. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

3.3. Amend Operating Budgets

Departments may need to amend operating budgets based on updates and changes to forecast data. Modification, or amendment, of a departmental operating budget requires the creation and submission of the same budget document type that was used to create the budget line. For example, if the department uses budget structure 91 then the document used to create the budget line is the BGE91. On the document budget lines, the Line Action is changed to Modify and the event type selected is BG03, Amend an Expense Budget.

When a budget line is amended, the Increase/Decrease field needs to be set so that the dollar amount entered is either added to or subtracted from the current budget amount. This value represents the change in budget amount and is different than accounting documents where a new value is entered.

ACTIVITY 3.3

Amend an Operating Budget

Scenario

Your department needs to amend its operating budget based on the forecasted department requirements. You are responsible for creating the BGE93 document in AFIS to amend the budget lines using budget structure 93 to record at the Object Class level; Level 3 in the budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Document Catalog.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **BGE93**.
 5. In the **Dept** field, enter the data from *your student data card*.
 6. Check the **Auto Numbering** check box.
 7. Click **Create**. The budget document opens.
- B. Complete the Dept Expense 93: Level 3 section.
 1. Click **Insert New Line**. The Action defaults to New.
 2. Change the **Action** to **Modify**.
 3. In the **Event Type** field, enter **BG03**, Amend an Expense Budget.
 4. In the **Dollar Amount** field, enter **5000**.
 5. Observe the default Increase/Decrease action is **Increase**.
 6. In the **Fund** field, enter **1000**.
 7. In the **Dept** field, enter the data from *your student data card*.
 8. In the **Appr Unit** field, enter the data from *your student data card*.
 9. In the **Division** field, enter the data from *your student data card*.
 10. In the **Object Class** field, enter **7000**.
 11. In the **Description** field, enter **Training budget amendment**.
 12. Click the **Smart Budget Rollup** button.

13. Click **Save**.

C. Create the rest of the amended budget lines.

1. At the top of the section, click the **Copy Line** icon.
2. At the bottom of the section, click the **Insert Copied Line** button.
3. In the **Dollar Amount** field, enter **2500**.
4. In the **Object Class** field, enter **6000**.
5. Click the **Smart Budget Rollup** button.
6. Click **Save**.

Budget FY	Fund	Department	Appr Unit	Division	Object Class	Dollar Amount	Increase/Decrease	Event Type		
2015	8000	107	1070000	107	7000	\$5,000.00	Increase	BG01		
2015	8000	107	1070000	107	6000	\$2,500.00	Increase	BG01		
From 1 to 2 Total: 2										
First Previous Next Last										

D. Review the rollup amounts in Level 1 of the budget document.

1. In the Document Navigation Panel, click **Dept Expense 93: Level 1**.
2. Observe the Dollar Amount for the line that has been created automatically in this section of the document is \$7,500; the sum of the three lines on Level 3 with the same Department, Appr Category, and Fund.

Header										
Dept Expense 93: Level 1 Total Lines: 1										
Budget FY	Fund	Department	Appr Unit	Division	Object Class	Dollar Amount	Increase/Decrease	Event Type		
2015	8000	107	1070000			\$7,500.00	Increase	BG01		
From 1 to 1 Total: 1										
First Previous Next Last										

E. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

3.4. Transfer Operating Budgets

When budget authority needs to be transferred from one budget line to another, a pair of balancing transfer in and transfer out lines must be created on a budget document. The event type entered on the budget line tells AFIS to perform a transfer. For the transfer out, the Line Action is Modify, and for the transfer in, the Line Action can be either New, which establishes a budget, or Modify, which modifies an existing budget. The Event Types are listed below:

- **Event Type BG07** – Transfer Out an Expense Budget
- **Event Type BG06** – Transfer In and Expense Budget

It is important to note that when budget amounts are transferred out, the Increase/Decrease field is set to **Increase** which will subtract the dollar amount entered from the specified budget line. When budget amounts are transferred in, the Increase/Decrease field is again set to **Increase** which will add the amount to the new or existing budget line.

ACTIVITY 3.4

Transfer an Operating Budget

Scenario

Your department needs to transfer an operating budget line based on the forecasted department requirements. You are responsible for creating the BGE93 document in AFIS to transfer the budget lines using budget structure 93 to record at the Object Class level; Level 3 in the budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Navigate to the Document Catalog.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**.
4. In the **Code** field, enter **BGE93**.
5. In the **Dept** field, enter the data from *your student data card*.

6. Check the **Auto Numbering** check box.
 7. Click **Create**. The budget document opens.
- B. Complete the Dept Expense 93: Level 3 section.
1. Click **Insert New Line**. The Action defaults to New.
 2. Change the **Action** to **Modify**.
 3. In the **Event Type** field, enter **BG07**, Transfer Out an Expense Budget.
 4. In the **Dollar Amount** field, enter **25000**.
 5. Observe the default Increase/Decrease action is **Increase**.
 6. In the **Fund** field, enter **1000**.
 7. In the **Dept** field, enter the data from *your student data card*.
 8. In the **Appr Unit** field, enter the data from *your student data card*.
 9. In the **Division** field, enter the data from *your student data card*.
 10. In the **Object Class** field, enter **7000**.
 11. In the **Description** field, enter **Training budget**.
 12. Click the **Smart Budget Rollup** button.
 13. Click **Save**.

- C. Create the Transfer In budget line.
1. At the top of the section, click the **Copy Line** icon.
 2. At the bottom of the section, click the **Insert Copied Line** button.
 3. Change the **Action** to **New**.
 4. In the **Event Type** field, enter **BG06**, Transfer In an Expense Budget.
 5. In the **Dollar Amount** field, enter **25000**.

6. In the **Appr Unit** field, enter **1000001**.
7. In the **Division** field, enter the data from *your student data card*.
8. In the **Object Class** field, enter **7000**.
9. Click the **Smart Budget Rollup** button.
10. Click **Save**.

Dept Expense 93: Level 3 Total Lines: 2

Budget FY	Fund	Department	Appr Unit	Division	Object Class	Dollar Amount	Increase/Decrease	Event Type
2015	8000	107	1070000	107	7000	\$25,000.00	Increase	BG07
2015	8000	107	1000001	107	7000	\$25,000.00	Increase	BG06

From 1 to 2 Total: 2

Buttons: First, Previous, Next, Last

Dept Expense 93: Level 3

Action: New
 Event Type: BG06
 Name:
 Start Date: 07/01/2014
 End Date: 06/30/2016
 Dollar Amount: \$25,000.00
 Increase/Decrease: Increase

Reservation Type:
 Budget FY: 2015
 Fiscal Year: 2015
 Period: 10
 Fund: 8000
 Department: 107
 Appr Unit: 1000001

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup

Dept Expense 93: Level 3 Controls Total Lines: 0

- D. Review the rollup amounts in Level 1 of the budget document.
1. In the Document Navigation Panel, click **Dept Expense 93: Level 1**.
 2. Observe the Dollar Amounts for the lines that have been created automatically in this section of the document.

Header

Dept Expense 93: Level 1 Total Lines: 2

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease	Event Type
2015	8000	107	1070000	\$25,000.00	Increase	BG07
2015	8000	107	1000001	\$25,000.00	Increase	BG06

From 1 to 2 Total: 2

Buttons: First, Previous, Next, Last

- E. Validate and submit the document.
1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
 2. Click the **Submit** button to submit the document to workflow for approval.
 3. Click **Home** to return to the Home Page.

3.5. Budget Query and Summary Tables

Budget Query Tables

Each budget level has a corresponding query page whose page code is determined by the structure number, and level, for example, BQ91LV3 for budget structure 91, level 3. Budget query pages list all budget lines that have been established for the budget structure and level that is indicated in the page caption on the query. The Chart of Accounts elements and name of each budget are displayed and searchable. Budget query pages also display budget tracking amount fields associated with the selected budget as well as non-budgetary information that pertains to the selected budget.

For each standalone budget tracking amount field (those directly updated by accounting and budget documents) users can access field details and transaction details. The field details, accessed by clicking directly on the label for the bucket, show the actual bucket amount and totals for how much is pending for the bucket for both increases and decreases. The Magnifying Glass icon to the right of each bucket opens a window where transaction documents, which have updated the budget bucket, are listed. Each record has a link to allow the document to be opened. The Download link, found just below the grid of documents, will create an Excel file of all documents for the budget amount being investigated. That Excel file can then be saved locally with a name provided by the user. When the Detailed Transaction Listing window is closed, the user is returned to the transaction details.

For each calculated budget tracking amount field, users can access the formula, which drives the calculation.

The screenshot displays the AFIS Budget Query page for 'Dept Expense 91: Level 3'. The page includes a navigation menu on the left with options like Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area shows a table of budget lines with the following data:

BFY	Dept	Appr Cat	Fund	Appr Unit	Div	Bureau	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
2015	GFA	GF97000	1000	GF97000	FOD	2C04	\$1,000,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000,000.00	\$1,000,000,000.00
2015	LLA	LL44444	1000	LL44444	1000	2222	\$10,994,999.00	\$0.00	\$0.00	\$0.00	\$10,994,999.00	\$10,994,999.00
2015	LLA	LL55555	1000	LL55555	1000	2222	\$1,905,000.00	\$0.00	\$0.00	\$0.00	\$1,905,000.00	\$1,905,000.00
2015	LLA	LL77777	1000	LL77777	1000	2222	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00
2015	LLA	LL81111	1000	LL81111	2000	2222	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00

Below the table, there are sections for 'Budget Actuals', 'Budgeted Amounts', and 'General Information'. The 'Budget Actuals' section shows various budget tracking amounts and their formulas, such as 'Purchase Reservations: \$0.00' and 'Uncommitted: \$1,000,000,000.00'.

Budget inquiry pages often have links at the bottom of the page which allow the following:

- **Previous Level** – Takes the key of the selected budget line and searches for its parent budget line at the next highest budget level
- **Next Level** – Takes the key of the selected budget line and searches for its children budget line(s) at the next lowest budget level
- **Modified Budget Line Controls** – Opens a page to display any system, budget level, or fund level budget constraints and guidelines modified for a budget line. If nothing is shown, the budget line uses controls set at these higher levels in compliance with the Inheritance Rules field on the Budget Structure table
- **Allotments** – Opens a page where any allotments defined for a budget line are listed. Many of the same buckets are displayed on a budget line are also displayed for allotments
- **Linked Revenues** – Opens a page that displays all linked revenue budget lines linked to an expense budget line
- **Supported Expense Budgets** – Opens a page that displays all linked expense budget lines linked to a revenue budget line

Budget Summary Query Tables

Each expense budget structure has at least one summary table available for queries. The lowest required level of an expense budget structure has a summary table. In addition, budget structure 95 has several summary tables for lower optional levels. Expense summary tables use the code structure ESUM##L# where the first number is the budget structure and the second number is the level that is summarized. For example, ESUM93L3 is the page code for Budget Structure 93 Level 3.

Summary pages include two grid sections that can be searched. The first grid presents summarized data for the BFY and COA values entered in the browse fields. In the absence of a wildcard or comma separated values, the first grid will have only one record. The second grid presents summarized data for the selected value in the Detail drop down field.

At the bottom of the summary page is a link that will take the user to the budget level being summarized while performing a search on that budget level for all records that match the COA of the record selected in the second grid.

AFIS

Welcome, Student 7

Jump to: ESUM93L3 Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Training - Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Budget Structure 93 Level 3 ESUM

Browse Clear

BFY: 2015

Fund: 1000

Department:

Appr Unit:

Div:

Obj Class:

Detail: [v]

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓ 2015	1000					\$1,010,000.00	\$0.00	\$0.00	\$8,870.00	\$1,001,130.00	\$1,001,130.00

First Prev Next Last

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓ 2015	1000	AAA				\$1,010,000.00	\$0.00	\$0.00	\$8,870.00	\$1,001,130.00	\$1,001,130.00

First Prev Next Last

Dept Expense 93: Level 3

ACTIVITY 3.5

Perform a Budget Query

Scenario

You want to look at the numbers for your department's budget using the query and summary pages.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Review the expense budget summary page for Budget Structure 93 Level 3.
 - In the **Jump to** field, enter **ESUM93L3**.
 - Click **Go**. The Budget Structure 93 Level 3 ESUM page opens.
 - In the **Dept** field, enter the data from **your student data card**.
 - In the **Appr Unit** field, enter the data from **your student data card**.
 - In the **Fund** field, enter **8000**.
 - In the **Detail** drop down menu, select **Object Class**.
 - Click **Browse**.

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AFIS

Welcome, Tiffany Franks

Jump to: ESUM93L3 Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Budget Structure 93 Level 3 ESUM

Menu Back

Browse Clear

BFY: 2015

Fund:

Department:

Appr Unit:

Div:

Obj Class:

Detail:

BFY Fund Department Appr Unit Div Obj Class

2015 Appropriation Unit Division

First Prev Next

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
2015						\$136,034,935.55	\$0.00	\$539,000.00	\$229,603.94	\$135,266,331.61	\$135,266,331.61

First Prev Next

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
2015	100					\$1,182,000.00	\$0.00	\$16,000.00	\$7,560.00	\$1,158,440.00	\$1,158,440.00
2015	101					\$1,242,500.00	\$0.00	\$16,000.00	\$7,060.00	\$1,219,440.00	\$1,219,440.00
2015	102					\$1,000,000.00	\$0.00	\$1,000.00	\$0.00	\$999,000.00	\$999,000.00
2015	103					\$1,000,000.00	\$0.00	\$17,000.00	\$1,060.00	\$981,940.00	\$981,940.00
2015	104					\$1,242,500.00	\$0.00	\$17,000.00	\$7,060.00	\$1,218,440.00	\$1,218,440.00
2015	105					\$1,242,500.00	\$0.00	\$17,000.00	\$7,060.00	\$1,218,440.00	\$1,218,440.00
2015	106					\$1,152,500.00	\$0.00	\$17,000.00	\$7,060.00	\$1,128,440.00	\$1,128,440.00
2015	107					\$1,242,500.00	\$0.00	\$17,000.00	\$7,060.00	\$1,218,440.00	\$1,218,440.00
2015	108					\$1,242,500.00	\$0.00	\$17,000.00	\$12,530.00	\$1,212,970.00	\$1,212,970.00
2015	109					\$1,242,500.00	\$0.00	\$17,000.00	\$7,060.00	\$1,218,440.00	\$1,218,440.00

First Prev Next Last

Dept Expense 93: Level 3

- Observe the records returned in two grids at the bottom of the page.
- Click **Home** to return to the Home Page.

4. Revenue Budgets

Learning Objectives

In this lesson, you will:

- Establish a departmental revenue budget
- Amend a departmental revenue budget
- Identify the query pages used to research revenue budgets

Lesson Overview

Revenue budgets are maintained for cash flow tracking and budget reporting purposes. Arizona will not be establishing centralized revenue budgets for tracking and reporting, departments will create their own revenue budgets. This lesson reviews the process for establishing and amending revenue budgets for a department.

4.1. Establish Decentralized Revenue Budgets

Departmental revenue budgets are recorded using Budget Structure 94, which has three levels of detail. Only the first level is required when creating budget lines and only level 1 has an Allotments section which is optional for Departments. The document used to create and modify budget lines in Budget Structure 94 is the BGR94. There are no constraints in place for revenue budgets, there are no limits placed on revenue.

Budget Structure 94

LV1	Fund	Department	Revenue Class		
LV2	Fund	Department	Revenue Class	Revenue Src	
LV3	Fund	Department	Revenue Class	Revenue Src	Department Revenue Source

The valid event types on the BGR94 document are listed in Table 5 below:

Table 5: Revenue Budget Structure Event Types

Event Type	Name
BG08	Deactivate Budget Line
BG09	Activate Budget Line
BG10	Delete Budget Line
BG21	Estimate Expected Revenue
BG23	Adopt a Revenue Budget
BG25	Amend a Revenue Budget
BG28	Transfer a Revenue Budget

ACTIVITY 4.1

Create a Revenue Budget

Scenario

Your department is ready to establish its revenue budget based on the forecasted department requirements. You are responsible for creating the BGR94 document in AFIS to establish the budget lines using budget structure 94 to record at the Department Revenue Source level; Level 3 in the budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Document Catalog.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **BGR94**.
 5. In the **Dept** field, enter the data from *your student data card*.
 6. Check the **Auto Numbering** check box.
 7. Click **Create**. The Department Revenue budget document opens.

AFIS

Welcome, Student 7

Jump to: ESUM93L3 Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Dept Rev - Dept Rev Source(BGR94) Dept: 107 ID: 201500000005 Ver.: 1 Function: New Phase: Draft Modified by Student7, 04/04/2015

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: Student7

Created On: 04/05/2015

Modified By: Student7

Modified On: 04/05/2015

Save Undo Load Constraints

Dept Revenue 94: Level 1	Total Lines: 0
Dept Revenue 94: Level 1 Controls	Total Lines: 0
Allotments	Total Lines: 0
Dept Revenue 94: Level 2	Total Lines: 0
Dept Revenue 94: Level 2 Controls	Total Lines: 0
Dept Revenue 94: Level 3	Total Lines: 0
Dept Revenue 94: Level 3 Controls	Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close

B. Complete the Dept Revenue 94: Level 3 section.

1. Click **Insert New Line**. The Action defaults to New.
2. In the **Event Type** field, enter **BG23**, Adopt a Revenue Budget.
3. In the **Dollar Amount** field, enter **25000**.
4. Observe the default Increase/Decrease action is **Increase**.
5. In the **Fund** field, enter **1000**.
6. In the **Department** field, enter the data from *your student data card*.
7. In the **Revenue Class** field, enter **4600**.
8. In the **Revenue** field, enter **4632**.
9. In the **Dept Rev** field, enter **4632PP**.
10. In the **Description** field, enter *Training revenue budget*.
11. Click the **Smart Budget Rollup** button.
12. Click **Save**.

The screenshot displays the AFIS Budgetary Control interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header shows the user is 'Student 7' and the current session is 'Budgeting'. The breadcrumb trail indicates the path: 'Dept Rev - Dept Rev Source(BGR94)'. The main form area is titled 'Dept Revenue 94: Level 3' and contains the following fields:

- Action:** New (dropdown)
- Event Type:** BG23 (dropdown)
- Name:** (text field)
- Start Date:** (calendar icon)
- End Date:** (calendar icon)
- Dollar Amount:** \$25,000.00 (text field)
- Increase/Decrease:** Increase (dropdown)
- Budget FY:** 2015 (text field)
- Fiscal Year:** 2015 (text field)
- Period:** 10 (text field)
- Fund:** 1000 (text field)
- Department:** 107 (text field)
- Revenue Class:** 4600 (text field)
- Revenue:** 4632 (text field)
- Dept Rev:** 4632PP (text field)
- Contact:** (text field)
- Contact Name:** (text field)
- Description:** Training revenue budget (text field)

At the bottom of the form, there are several buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

C. Create the rest of the revenue budget lines.

1. At the top of the section, click the **Copy Line** icon.
2. At the bottom of the section, click the **Insert Copied Line** button.
3. In the **Dollar Amount** field, enter **32000**.
4. In the **Fund** field, enter **1000**.
5. In the **Dept Rev** field, enter **4632IG**.
6. Click the **Smart Budget Rollup** button.
7. Click **Save**.

Dept Revenue 94: Level 3 Total Lines: 2

Dept Revenue 94: Level 3

Action: New
Event Type: BQ23
Name:
Start Date:
End Date:
Dollar Amount: \$25,000.00
Increase/Decrease: Increase

Budget FY: 2015
Fiscal Year: 2015
Period: 10
Fund: 1000
Department: 107
Revenue Class: 4600
Revenue: 4632
Dept Rev: 4632PP
Contact:

Save Undo Insert New Line Insert Copied Line Edit with Grid Perform Budget Rollup Smart Budget Rollup

Dept Revenue 94: Level 3 Controls Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close

E. Complete the Allotments section.

1. Click **Insert New Line** 12 times to add 12 blank lines.
2. In the first line, click the cell under Period.
3. In the **Period** field, enter **1** and press **tab**.
4. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
5. In the second row, **Period** field, enter **2**, and press **tab**.
6. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
7. In the third row, **Period** field, enter **3**, and press **tab**.
8. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
9. In the fourth row, **Period** field, enter **4**, and press **tab**.
10. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
11. In the Fifth row, **Period** field, enter **5** and press **tab**.
12. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
13. In the sixth row, **Period** field, enter **6** and press **tab**.
14. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
15. In the seventh row, **Period** field, enter **7** and press **tab**.
16. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
17. In the eighth row, **Period** field, enter **8** and press **tab**.
18. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
19. In the ninth row, **Period** field, enter **9** and press **tab**.
20. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
21. In the tenth row, **Period** field, enter **10** and press **tab**.
22. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
23. In the eleventh row, **Period** field, enter **11** and press **tab**.
24. The **Allotment Amount** field is selected. Enter **2,000**, press **tab** 3 times.
25. In the twelfth row, **Period** field, enter **12** and press **tab**.
26. The **Allotment Amount** field is selected. Enter **3,000**, press **tab** 3 times.

D. Review the rollup amounts in Level 1 of the revenue budget document.

1. In the Document Navigation Panel, click **Dept Revenue 94: Level 1**.
2. Observe the Dollar Amount for the line that has been created automatically in this section of the document is \$57,000; the sum of the two lines on Level 3 with the same Fund, Department, and Revenue Class.

Header							
Dept Revenue 94: Level 1				Total Lines: 1			
Budget FY	Fund	Department	Revenue Class	Dollar Amount	Increase/Decrease	Event Type	
2015	1000	107	4600	\$57,000.00	Increase	BG23	
From 1 to 1 Total: 1				First	Previous	Next	Last

E. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

4.2. Amend Decentralized Revenue Budgets

When departments need to increase or decrease their revenue budget based on updated forecasts, amendments are created using the same document used to create the budget lines, the BGR94. On the document budget lines, the Line Action is changed to Modify and the event type selected is BG25, Amend a Revenue Budget.

When a budget line is amended, the Increase/Decrease field needs to be set so that the dollar amount entered is either added to or subtracted from the current budget amount. This value represents the change in budget amount and is different than accounting documents where a new value is entered.

4.3. Revenue Budget Query and Summary Tables

There are three levels in Budget Structure 94, each level has its own query page used to view balance information for each established revenue budget line. The revenue budget query pages are:

- BQ94LV1
- BQ94LV2
- BQ94LV3

There are two summary tables available for budget structure 94. The revenue budget summary tables are:

- RSUM94L1

- RSUM94L3

5. Cost Structure Expenditure Budgets

Learning Objectives

In this lesson, you will:

- Establish a cost structure expenditure budget
- Amend a cost structure expenditure budget
- Transfer a cost structure expenditure budget
- Identify the query pages used to research cost structure budgets

Lesson Overview

Cost Structure budgets are used to define a budget for a particular project or grant based on a forecasted timeline that relies on either the Phase or the Period. Cost Structure budgets operate in pairs that utilize an expenditure structure and a reimbursement structure. This lesson reviews the process of establishing, amending, and transferring Cost Structure expenditure budgets in AFIS.

5.1. Establish Cost Structure Expenditure Budgets

Cost Structure expenditure budgets allow for the tracking of both revenue and expenses associated with a project or grant while reimbursement budgets allow for the tracking of any matched or reimbursed funds associated with the spending on a project. For each structure, one document code is used to create, amend, and transfer budget amounts.

The Program Phase Cost Structure consists of the following structure and associated document:

- **Structure 37** – BGPHE document, Program Phase Budget

The Program Period Cost Structure consists of the following structure:

- **Structure 38** – BGPDE document, Program Period Budget

The expenditure cost structures, 37 and 38, have 3 levels each, all of which are required for validation.

Cost Structure 37

LV1	Dept	Mjr Prog		
LV2	Dept	Mjr Prog	Prog	
LV3	Dept	Mjr Prog	Prog	Phase

Cost Structure 38

LV1	Dept	Mjr Prog		
LV2	Dept	Mjr Prog	Prog	
LV3	Dept	Mjr Prog	Prog	Prog Period

The valid event types on the BGPHE and BGPDE documents are listed in Table 6 below:

Table 6: Cost Structure Event Types

Event Type	Name
BG01	Adopt an Expense Budget
BG03	Amend an Expense Budget
BG06	Transfer In an Expense Budget
BG07	Transfer Out an Expense Budget
BG08	Deactivate Budget Line
BG09	Activate Budget Line
BG10	Delete Budget Line
BG21	Estimate Expected Revenue
BG22	Award Reimbursable Budget

Figure 2: Create Cost Structure Expenditure Budgets (BC-TB-011)

ACTIVITY 5.1

Create a Cost Structure Expenditure Budget

Scenario

Your department is ready to establish a Cost Structure expenditure budget based on the forecasted department requirements. You are responsible for creating the BGPDE document in AFIS to establish the budget lines using budget structure 38 to record at the Program Period level; Level 3 in the budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Navigate to the Document Catalog.
 - In the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog**.
 - Click **Create**.
 - In the **Code** field, enter **BGPDE**.

5. In the **Dept** field, enter the data from ***your student data card.***
6. Check the **Auto Numbering** check box.

7. Click **Create**. The budget document opens.

The screenshot shows the AFIS Budgeting interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header area displays the document title 'Grant Budget(BGPDE)' and various metadata fields: Dept: 107, ID: 201500000013, Ver.: 1, Function: New, Phase: Draft, and Modified by: Student7, 04/04/2015. Below this, the 'Header' section contains input fields for Start Date, End Date, Transaction Date, Fiscal Year, and Period. The 'Created On' and 'Created By' fields are populated with '04/05/2015' and 'Student7' respectively. The 'Modified On' and 'Modified By' fields are also populated with '04/05/2015' and 'Student7'. A table below the header shows the budget structure with columns for the budget type and 'Total Lines: 0'. The table includes rows for Major Program Budget, Major Program Budget Controls, Program Budget, Program Budget Controls, Program Period Budget, and Period Budget Controls. At the bottom, there are buttons for Save, Undo, Load Constraints, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

- B. Complete the Header section of the Cost Structure budget document.

1. In the **Start Date** field, enter the data from *your student data card*.
2. In the **End Date** field, enter the data from *your student data card*.
3. In the **Transaction Date** field, enter *today's date*, or leave blank for default.
4. In the **Fiscal Year** field, enter the *current FY*, or leave blank for default.
5. In the **Period** field, enter *the current period*, or leave blank for default.

The screenshot shows the AFIS Budgeting interface with the 'Header' section populated. The 'Start Date' field is set to '07/01/2014', the 'End Date' field is set to '06/30/2016', and the 'Transaction Date' field is empty. The 'Fiscal Year' and 'Period' fields are also empty. The 'Created On' and 'Created By' fields are populated with '04/05/2015' and 'Student7' respectively. The 'Modified On' and 'Modified By' fields are also populated with '04/05/2015' and 'Student7'.

6. In the Document Navigation Panel, click **Program Period Budget**.

- C. Complete the Program Period Budget section.

1. Click **Insert New Line**. The Action defaults to New.
2. In the **Event Type** field, enter **BG01**, Adopt an Expense Budget.
3. In the **Dollar Amount** field, enter **4000**.
4. Observe the default Increase/Decrease action is **Increase**.

5. In the **Department** field, enter the data from *your student data card*.
6. In the **Major Program** field, enter the data from *your student data card*.
7. In the **Program** field, enter the data from *your student data card*.
8. In the **Program Period** field, enter the data from *your student data card*.
9. In the **Description** field, enter *Training project budget*.
10. Click the **Smart Budget Rollup** button.
11. Click **Save**.

The screenshot displays the AFIS Budgetary Control interface. At the top, the header includes the AFIS logo, user information (Welcome, Student 7), and navigation links (Home, Personalize, Accessibility, App Help, About). Below the header, a status bar shows 'Grant Budget(BGPDE)', 'Dept: 107', 'ID: 201500000013', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'. The main content area is divided into two sections. The top section, titled 'Header', lists budget components: 'Major Program Budget' (Total Lines: 1), 'Major Program Budget Controls' (Total Lines: 0), 'Program Budget' (Total Lines: 1), 'Program Budget Controls' (Total Lines: 0), and 'Program Period Budget' (Total Lines: 1). The bottom section, titled 'Program Period Budget', contains a form with various fields: 'Action' (New), 'Event Type' (BG01), 'Name' (empty), 'Start Date' (07/01/2014), 'End Date' (06/30/2016), 'Dollar Amount' (\$4,000.00), 'Increase/Decrease' (Increase), 'Reservation Type' (empty), 'Fiscal Year' (2015), 'Period' (10), 'Department' (107), 'Major Program' (BUDGET), 'Program' (BUDGET1), 'Program Period' (PPC01), 'Contact' (empty), 'Contact Name' (empty), and 'Description' (Training project budget). At the bottom of the form, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', and 'Smart Budget Rollup'. Below the form, a section titled 'Period Budget Controls' shows 'Total Lines: 0'. At the very bottom, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

D. Validate and submit the document.

1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
2. Click the **Submit** button to submit the document to workflow for approval.
3. Click **Home** to return to the Home Page.

5.2. Amend Cost Structure Expenditure Budgets

Departments may need to amend Cost Structure expenditure budgets based on updates and changes to forecast data. Modification, or amendment, of a cost structure expenditure budget requires the creation and submission of the same budget document type that was used to create the budget line. For example, if the department uses budget structure 37 then the document used to create the budget line

is the BGPHE. On the document budget lines, the Line Action is changed to Modify and the event type selected is BG03, Amend an Expense Budget.

When a budget line is amended, the Increase/Decrease field needs to be set so that the dollar amount entered is either added to or subtracted from the current budget amount. This value represents the change in budget amount and is different than accounting documents where a new value is entered.

5.3. Transfer Cost Structure Expenditure Budgets

When budget authority needs to be transferred from one budget line to another, a pair of balancing transfer in and transfer out lines must be created on a budget document. The event type entered on the budget line tells AFIS to perform a transfer. For the transfer out, the Line Action is Modify, and for the transfer in, the Line Action can be either New, which establishes a budget, or Modify, which modifies an existing budget. The Event Types are listed below:

- **Event Type BG07** – Transfer Out an Expense Budget
- **Event Type BG06** – Transfer In and Expense Budget

It is important to note that when budget amounts are transferred out, the Increase/Decrease field is set to **Increase** which will subtract the dollar amount entered from the specified budget line. When budget amounts are transferred in, the Increase/Decrease field is again set to **Increase** which will add the amount to the new or existing budget line.

5.4. Cost Structure Budget Query Tables

There are three levels in Budget Structure 37 and 38, each level has its own query page used to view balance information for each established cost structure budget line. The cost structure budget query pages are:

- BQ37LV1
- BQ37LV2
- BQ37LV3
- BQ38LV1
- BQ38LV2
- BQ38LV3

There are no Summary Query tables for Cost Structures.

6. Grant Reimbursement Budgets

Learning Objectives

In this lesson, you will:

- Establish a grant funding reimbursement budget
- Amend a grant funding reimbursement budget
- Transfer a grant funding reimbursement budget
- Identify the query pages used to research grant reimbursement budgets

Lesson Overview

Cost Structure budgets for Grant Reimbursement are used to define a budget for a particular project based on a forecasted timeline that relies on either the Phase or the Period. Grant Funding budgets operate in pairs that utilize an expenditure structure and a reimbursement structure. This lesson reviews the process of establishing, amending, and transferring Grant Funding Reimbursement budgets in AFIS.

6.1. Establish Grant Funding Reimbursement Budgets

Cost Structure budgets allow for the tracking of both revenue and expenses associated with a project while reimbursement budgets allow for the tracking of any matched or reimbursed funds associated with the spending on a project. For each structure, one document code is used to create, amend, and transfer budget amounts.

The Program Phase Cost Structure consists of the following structure and associated document:

- **Structure 40** – BGPHR document, Program Phase Reimbursable Plan Budget

The Program Period Cost Structure consists of the following structure:

- **Structure 39** – BGPDR document, Program Period Reimbursable Budget

The reimbursement cost structures, 39 and 40, have 2 levels each, both of which are required for validation.

Cost Structure 39

LV1	Dept	Mjr Prog	Prog	Prog Period	Fund Profile	Fund Priority	
LV2	Dept	Mjr Prog	Prog	Prog Period	Fund Profile	Fund Priority	Fund Line

Cost Structure 40

LV1	Dept	Mjr Prog	Prog	Phase	Fund Profile	Fund Priority	
LV2	Dept	Mjr Prog	Prog	Phase	Fund Profile	Fund Priority	Fund Line

The default event type for a Reimbursement budget line is BG22, Award Reimbursable Budget. The valid event types on the BGPDR and BGPDR documents are listed in Table 7 below:

Table 7: Grant Funding Reimbursable Budget Structure Event Types

Event Type	Name
BG22	Award Reimbursable Budget

ACTIVITY 6.1

Create a Grant Reimbursement Budget

Scenario

Your department is ready to establish a Grant Reimbursement budget based on the forecasted department requirements. You are responsible for creating the BGPDR document in AFIS to establish the budget lines using budget structure 39 to record at the Program Period level; Level 2 in the budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Navigate to the Document Catalog.
 - In the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog**.
 - Click **Create**.
 - In the **Code** field, enter **BGPDR**.
 - In the **Dept** field, enter the data from **your student data card**.
 - Check the **Auto Numbering** check box.
 - Click **Create**. The budget document opens.

B. Complete the Header section of the Grant Reimbursement budget document.

1. In the **Start Date** field, enter the data from *your student data card*.
2. In the **End Date** field, enter the data from *your student data card*.
3. In the **Transaction Date** field, enter *today's date*, or leave blank for default.
4. In the **Fiscal Year** field, enter the *current FY*, or leave blank for default.
5. In the **Period** field, enter the *current period*, or leave blank for default.

6. In the Document Navigation Panel, click **Program Period Budget**.

C. Complete the Program Period Budget section.

1. Click **Insert New Line**. The Action defaults to New.
2. In the **Event Type** field, enter **BG22**, Award Reimbursable Budget.
3. In the **Dollar Amount** field, enter **3600**.
4. Observe the default Increase/Decrease action is **Increase**.
5. In the **Department** field, enter the data from *your student data card*.

6. In the **Major Program** field, enter the data from ***your student data card***.
7. In the **Program** field, enter the data from ***your student data card***.
8. In the **Program Period** field, enter the data from ***your student data card***.
9. In the **Funding Profile** field, enter the data from ***your student data card***.
10. In the **Funding Priority** field, enter the data from ***your student data card***.
11. In the **Funding Line** field, enter the data from ***your student data card***.
12. In the **Description** field, enter ***Training project budget***.
13. Click the **Smart Budget Rollup** button.

14. Click **Save**.

D. Create the rest of the budget lines.

1. At the top of the section, click the **Copy Line** icon.
2. At the bottom of the section, click the **Insert Copied Line** button.

Department	Major Program	Program	Program Period	Funding Profile	Funding Priority	Funding Line	Dollar Amount	Increase/Decrease	Event Type
107	BUDGET	BUDGET1	PPC01	BUDGET	10	1	\$3,600.00	Increase	BG22
107	BUDGET	BUDGET1	PPC01	BUDGET	10	1	\$3,600.00	Increase	BG22

3. In the **Dollar Amount** field, enter **400**.
4. In the **Program Period** field, enter the data from *your student data card*.
5. In the **Funding Profile** field, enter the data from *your student data card*.
6. In the **Funding Priority** field, enter the data from *your student data card*.
7. In the **Funding Line** field, enter the data from *your student data card*.

8. Click the **Smart Budget Rollup** button.
9. Click **Save**.

Header

Program Budget Total Lines: 1

Program Budget Controls Total Lines: 0

Program Period Budget Total Lines: 2

Program Period Budget

Action: New

Event Type: BG22

Name:

Start Date: 07/01/2014

End Date: 06/30/2016

Dollar Amount: \$400.00

Increase/Decrease: Increase

Funding Year:

Region:

Funding Group:

Funding Source ID:

Reservation Type:

Fiscal Year: 2015

Period: 10

Department: 107

Major Program: BUDGET

Program: BUDGET1

Program Period: PPC01

Funding Profile: BUDGET

Funding Priority: 10

Funding Line: 2

Contact:

Contact Name:

Description: Training project budget

Save Undo Insert New Line Insert Copied Line Edit with Grid Perform Budget Rollup Smart Budget Rollup

Program Period Budget Controls Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close

- E. Review the rollup amounts in Level 1 of the budget document.
 1. In the Document Navigation Panel, click **Program Budget**.
 2. Observe the Dollar Amount for the line that has been created automatically in this section of the document is \$4,000; the sum of the two lines on Level 2 with the same Department, Major Program, and Program.

Header									
Program Budget									
Total Lines: 1									
Department	Major Program	Program	Program Period	Funding Profile	Funding Priority	Dollar Amount	Increase/Decrease	Event Type	
107	BUDGET	BUDGET1	PPC01	BUDGET	10	\$4,000.00	Increase	BG22	
From 1 to 1 Total: 1									
First Previous Next Last									

- F. Validate and submit the document.
 1. Click the **Validate** button to check for errors. If any errors exist, correct the errors then click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "Document validated successfully."
 2. Click the **Submit** button to submit the document to workflow for approval.
 3. Click **Home** to return to the Home Page.

7. Budgetary Control Reporting

Learning Objectives

In this lesson, you will:

- Review reports available in Budgetary Control

Lesson Overview

AFIS includes several reports for monitoring Budgetary Control.

7.1. Reports

The key reports needed to support the AFIS Budgetary Control business processes are listed below.

- **FIN-AZ-BG-N118** - Department Budget by Division, District, Bureau, Section and Unit - Agency Budget #95
- **FIN-AZ-BG-N139** - Administrative Adjustment for Fiscal Year - Report lists Administrative Adjustment activity for Fiscal Year. Report is cumulative through APD
- **FIN-AZ-BG-N140** - Budget Activity by OSPB - Master List Budget Activity for OSPB based on task and subtask
- **FIN-AZ-BG-N141** - Status of Appropriations - Summarized Status of Appropriations by Object Class
- **FIN-AZ-BG-N143** - Current Allotment Totals by BFY - This report provides adopted and current allotment amounts by BFY and Department
- **FIN-AZ-BG-N144** - Appropriation Budget Quarterly Allotment vs. Actual Expense - Appropriation Budget Quarterly Allotment vs. Actual Expense
- **FIN-AZ-BG-N145** - Department Budget vs. Actuals by Division - Revenue and Expenditures by Division, Agency Budget #93
- **FIN-AZ-BG-N146** - Department Budget vs. Actuals by Division and Bureau - Revenue and Expenditures by Division and Bureau, Agency Budget #91
- **FIN-AZ-CA-N147** - Department Budget Control by Program, Division & Unit - Program Budget Expenditure and charges listing by Division and Unit
- **FIN-AZ-BG-N149** - Appropriation budget status excluding pre-encumbrances - Appr Budget Status with Revenues and Expenditures. Pre-Encumbrance displayed but not included in remaining budget balance
- **FIN-AZ-BG-N197** - Department Budget vs. Actuals by Division and District - Revenue and Expenditures by Division and District, Agency Budget #92

Appendix

The terms listed in Table 8 below are used throughout this training guide.

Table 8: Terminology

Term	Description
Allotment	An additional budget level specifying a time component to a combination of Chart of Accounts elements defined as a budget line.
Budget Amounts	'Buckets' used system-wide to track and record different kinds of activities against budget lines.
Budget Controlling	Rules put in place that issue messages to end users when a rule is broken.
Budget Document	Used to create new or update existing budget lines.
Budget Inquiry Page	Allows users to view budget lines and their current amounts on a particular Budget Level.
Budget Level	A layer of a budget structure defined by one or more Chart of Accounts elements.
Budget Line	An individual record in a Budget Level defined by a combination of Chart of Accounts elements.
Budget Structure	Describes the framework of a budget, determining the type of budget being tracked: expense, revenue, or reimbursable.
Constraints	Budget restrictions that control accounting documents.
Event Types	Identifies and records the type of financial activity for an accounting line of a document.
Guidelines	Budget restrictions that control budgeting documents.

LIST OF ACRONYMS

Table 9 lists the acronyms used in this training guide.

Table 9: Acronyms

Acronym	Definition
BCADM	Budget Control Administration
BFY	Budget Fiscal Year
BUDCON	Budget Control
BUDLCON	Budget Level Control
BUDTAM	Budget Tracking Amounts
COA	Chart of Accounts
FY	Fiscal Year